

## APPENDIX I

# SAMPLE FORMAT FOR A PUBLIC AFFAIRS PLAN

Public affairs plans vary among different commands and may differ according to their purposes. The paragraph headings, content and sequence can be changed, some paragraphs can be omitted or included in annexes or additional paragraphs can be added. The plans may be issued in a number of ways, such as instructions, SOPs, notices, memorandums and annexes to operation orders.

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### DEPARTMENT OF THE NAVY PUBLIC AFFAIRS PLAN FOR THE 50TH ANNIVERSARY OF WORLD WAR II

Reference: (a) DoD World War II Commemoration Plan

1. Purpose. To establish command and public affairs responsibilities and guidance in support of the Navy's presence and participation at national and regional ceremonies, events and observances in commemorating the 50th Anniversary of World War II, 1991-1995. All events will be accomplished in accordance with reference (a).
2. Scope. This plan provides suggested information and event management programs for both internal and external publics and involves media relations, community relations and internal relations. The plan outlines the general responsibilities of participating commands, lists recommended possible initiatives, highlights the DoD and Navy-Marine Corps approved activities (see Annex A) and provides for an after-action report.
3. Background. At a time when defense expenditures are decreasing and the public perception of the threat to our nation is lessening, maintaining a positive Navy profile is crucial. The Department of the Navy has a unique opportunity in commemorating the various events associated with this anniversary to reinforce to the American public and supportive groups the need for a strong and flexible Navy. It is an opportunity to explain the Navy's historic, current and future missions and its dependable support of this country's national policies, vital to our nation's role as a world power and a maritime nation dependent on free sea lanes.

4. Objectives. This plan is designed to accomplish the following five goals:

a. To remind the World War II generation of U.S. citizens, and to educate postwar generations, of the Navy's contributions during the war and the successful role it played in defending and protecting this nation's freedom.

b. To honor the veterans of World War II.

c. To inform the public about World War II as the dominant event of the 20th century, often forgotten or diminished in importance in the context of live media coverage of current events.

d. To highlight the advances in technology, science and medicine from military research during World War II.

e. To accommodate the desires of the Allies of the United States in World War II, as feasible, in allied/joint U.S. observances.

5. Policy Guidance and Planning Considerations.

a. Commands at all levels will cooperate with and support, as appropriate, World War II observances planned by individual military and civilian groups, veterans/patriotic organizations and observances sponsored by private and public sectors.

b. Events will be conducted as commemorations and observances, not celebrations. Every effort will be made to avoid commercialization or an atmosphere that detracts from the dignity and solemnity of events.

c. Events will seek to commemorate ideas, alliances and programs, as well as battles.

d. Events will involve the American public at every possible opportunity.

e. DoD/State will provide specific guidance on joint commemorations and those involved with United States Allies and former adversaries.

f. Proposals for joint commemorations with former wartime adversaries will be received politely and evaluated on an individual basis at the Navy and DoD level.

g. Commemorations will reflect a sensitivity and appreciation of the tragedy of war, and an understanding of the losses suffered by all nations during the war.

h. Joint commemorations will clarify the fact that America and its Allies fought a war against totalitarian regimes intent on regional hegemony and world domination that denied freedom and justice not only to others, but to their own peoples.

i . Competitive and comparative themes, with regard to the other U.S. Armed Forces, will be avoided.

j. Heroism and the participation of American minorities in World War II should be included.

6. DoD Commemorative Focus.

a. Role and relationship of the military in World War II's global coalition warfare.

b. Education and historical lessons for service members, their families and civilian employees.

c. The sense of commitment, sacrifice, leadership and values displayed by leaders and members of the armed forces and those serving on the home front during the war.

d. The following DoD year themes have been established:

- 1991- Preparation and Entry into War
- 1992- On Defense
- 1993- Transition to the Offensive
- 1994- The Tide Turns
- 1995- Peace

7. Responsibilities.

a. The Department of the Army, as the executive agent, will coordinate DoD activities to support the DoD Commemoration of the 50th Anniversary of World War II.

b. The Chief of Information (CHINFO) will do the following:

(1) Establish initial policy and guidance for Navy participation and provide follow-on guidance to all commands where participation criteria are in question.

(2) Act as a central clearinghouse for public information regarding Navy events/participation.

(3) Disseminate the appropriate Department of the Navy messages and materials urging the support of and participation in 50th Anniversary activities.

(4) Develop plans to accomplish the objectives described herein for implementation by local commanders.

(5) Coordinate with DoD, Unified Commands through DoD, service public affairs offices and national organizations to ensure the Navy's commemoration events are consistent with overall objectives and policy.

(6) Develop and conduct World War II awareness programs to provide military and civilian communities with an appreciation and clearer understanding of World War II observance activities throughout the commemorative period according to DoD World War II year themes.

(7) Coordinate with the Navy Internal Relations Activity (NIRA) and participating commands to develop material for Navywide and international internal and external release. Local releases can be made by appropriate local commands.

(8) Coordinate with the Navy Broadcasting Service and participating commands to incorporate significant 50th Anniversary events into "Navy News This Week."

(9) Coordinate with participating commands and civilian air show sponsors to include World War II commemorative themes in their programs. Make sure information on the 50th Anniversary of World War II is included in Blue Angels performances.

c. Fleet commanders in chief and major naval commands will do the following:

(1) Encourage naval bases and stations, ships, squadrons and other activities to participate in school programs such as Adopt-a-School or Partners in Education, emphasizing World War II themes.

(2) Make sure "campaign brochures" with historic episodes, developed by the Navy Historical Center and other appropriate Navy-related material on the 50th Anniversary, are distributed to units for further dissemination to local media, support groups and veterans organizations.

d. All Navy commands will do the following:

(1) Use DoD and Department of the Navy World War II public affairs internal and external programs to increase sailors' awareness and understanding of World War II.

(2) Identify local and regional historical "tie-ins" to World War II which may act as a basis for creating events and considering projects and participation.

(3) Make sure World War II brochures and other appropriate DoD/Navy materials are provided to units and local media.

(4) Make sure visitors are informed of the Navy's World War II contributions, as appropriate, during installation tours, emphasizing any exhibits, paintings, photographs, statues, memorials or other local memorabilia related to World War II.

(5) Provide CHINFO with names, addresses and telephone numbers of known World War II participants and educators, who might volunteer as speakers about their Navy experiences.

(6) Designate a World War II project officer to coordinate activities (or as a collateral duty) in support of this plan.

(7) Prepare after-action reports for significant events citing successes, examining any problems and making recommendations, submitting reports up the chain of command.

(8) Conduct band concerts, exhibitions, flag ceremonies and other commemorative activities.

(9) Encourage flag officers and senior civilian officials to include DoD and Navy World War II commemorative themes and plan objectives in their speeches and media interviews.

(10) Provide assistance to appropriate activities sponsored by organizations, such as veterans and patriotic groups, as they commemorate the 50th Anniversary of World War II events.

(11) Highlight the 50th Anniversary of World War II during annual program and activity planning to include Armed Forces Day, Memorial Day, Independence Day, Veterans Day, Navy Birthday, Public Service Recognition Week and other observances throughout the commemorative period.

e. The Naval Historical Center will do the following:

(1) Encourage commemorative efforts by other naval commands and activities by working through naval museum exhibits, historical and archival personnel at commands throughout the United States.

(2) Revise, reprint and distribute United States Naval Chronology, World War II.

(3) Prepare a student's guide to the World War II exhibit in the Navy Museum.

(4) Develop a traveling Navy Museum exhibit.

(5) Establish a traveling World War II art exhibit.

(6) Publish lithographs of World War II combat art.

(7) Sponsor World War II historical conferences.

(8) Prepare bibliographies of the most important books and articles of World War II.

(9) Include World War II topics in monthly Naval Historians' seminars.

(10) Prepare articles on World War II for publication in various Navy internal periodicals.

(11) Develop a World War II naval history speakers bureau.

(12) Plan for the collection of papers of World War II personnel.

(13) Contribute campaign monographs for the DoD World War II publication series.

(14) Establish a World War II visiting lecture series in the Navy Museum.

(15) Coordinate above activities with CHINFO for maximum visibility through internal and external communications.

8. Execution.

a. This plan will be implemented upon receipt, within existing DoD and Department of the Navy guidance (public affairs regulations, release of information, etc.).

b. This plan is unclassified, and all actions taken to implement it will be unclassified.

c. Direct communication among commands, public affairs offices and local civilian organizations is encouraged.

d. This program will terminate and the plan will be canceled upon the direction of the Secretary of the Navy.

**WORLD WAR II 50TH ANNIVERSARY  
ANNEX A  
NAVY COMMEMORATIVE EVENTS IN THE EUROPEAN THEATER**

1942

January	Transatlantic Convoys
November	Assault on Fedhala and Casablanca
November	Mehedia and Safi Assaulted
November	Capture of Oran and Algiers

1943

July	Operation Husky/Sicily Secured
September	operation Avalanche (Salerno)
September	Sardinia, Corsica and Elba
October	Naples and Anzio

1944

June	Landings, D-Day
June	Capture of Cherbourg
September	Invasion of Southern France
November 1944- May 1945	Defeat of U-Boats

1945

May	VE-Day
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## NAVY COMMEMORATIVE EVENTS IN THE PACIFIC THEATER

### 1941

December	Attack on Pearl Harbor
December	Defense of Wake Island

### 1942

March	U.S. Forces land on New Caledonia
April	Bataan Surrenders
April	Doolittle bombs Tokyo
May - June	U.S. Forces arrive in Fiji and Tonga
May	Battle of Coral Sea
May	Corregidor surrenders
June	Battle of Midway
August	U.S. Forces land on Guadalcanal
September	Battle of Bloody Ridge, Guadalcanal

### 1943

March	Battle of Bismark Sea
May	U.S. Forces land on Attu Island
June	U.S. Forces land in the Solomon Islands
August	U.S. and Canadian Forces land on Kiska Island
November	U.S. Forces land on Bougainvillea
November	U.S. Forces take Tarawa and Makin Islands
December	U.S. Forces land on New Britain

### 1944

January	U.S. Forces land at Kwajalein and Majuro
February	U.S. Forces attack and secure Enewetak Atoll
June	U.S. Forces invade Saipan
June	Battle of the Philippine Sea
June	U.S. Forces land on Guam
June	U.S. Forces land on Tinian
September	U.S. Forces land on Peleliu
September	U.S. Forces occupy Ulithi
October	Battle of Leyte Gulf

### 1945

January	U.S. Forces land on Luzon
February	U.S. Forces land on Iwo Jima
April	U.S. Forces land on Okinawa
June	Liberation of the Philippines
August	Japan surrenders
September	MacArthur accepts surrender



## APPENDIX II

# SAMPLE PUBLIC AFFAIRS ANNEX TO AN OPERATION ORDER

(For Training Purposes **Only**)

UNCLASSIFIED

HEADQUARTERS, U.S. PACIFIC FLEET  
PEARL HARBOR, HAWAII 96860-7000

### ANNEX F TO CINCPACFLT OPOD 201 PUBLIC AFFAIRS

1. U.S. Pacific Fleet. The United States Pacific Fleet is the world's largest and most powerful naval command. Its area of responsibility stretches over more than 52 percent of the earth's surface and covers more than 102 million square miles of ocean, from the Arctic to the Antarctic in the Pacific and Indian Oceans. The fleet is an instrument of the foreign policy of the United States. In peacetime, its mission is to help maintain peace by serving as a deterrent to aggression against the United States and its Allies and to promote understanding, good will and respect overseas for the United States. In time of war, the fleet's mission is to apply force as directed in support of the United States objectives.

2. Mission. To succeed in fulfilling the fleet's missions, it is imperative that all Pacific Fleet officers in command develop and maintain an effective public affairs program, composed of an aggressive public information program, an effective community relations program and an informative and credible internal relations program.

3. Rationale. The importance of public affairs in today's high technology communications environment cannot be overemphasized. Geopolitical events and activities of our forces, often closely linked, are covered in detail by the news media and transmitted throughout the world within minutes of their occurrence. The political implications of military activities often impact heavily on international, regional and local affairs and can ultimately reflect on the acceptability of continuing or future military activities. The PACFLT public affairs program is intended to keep both domestic and foreign publics informed of the activities and capabilities of the Pacific Fleet as an instrument of U.S. national policy and security, as well as promote an atmosphere of friendship, mutual respect and understanding between the United States and the free nations of the Pacific region. It also aims to stimulate public interest in naval activities through liaison with both domestic and foreign civilian organizations and assure public awareness of the responsibilities, accomplishments and participation of naval personnel as both members of the military and as United States citizens. Public affairs programs should keep Navy personnel and their families informed, which is a significant factor in morale and retention.

4. Purpose. This Annex issues, in necessary detail, the public affairs policy of the CINCPACFLT and provides the necessary guidance to conduct effective public affairs programs that conform with direction from higher authority. Additionally, this Annex provides substantial background information on established public affairs practices and procedures to enable public affairs officers (PAOs), both collateral duty and full time, and officers in command to conduct public affairs programs in the most effective manner. It has been written to accommodate the experience levels of all public affairs officers, from newly-appointed collateral-duty PAOs serving in ships at sea, to senior public affairs specialists. It is not meant to be a "coverall," and no attempt has been made to address all possible or potential circumstances. PAOs at all echelons and experience levels are encouraged to consult with senior PAOs informally, attend training and skill seminars and officially request guidance on specific issues when in doubt.

5. Supporting Directives. PACFLT officers in command shall prepare and issue directives in support of this Annex as necessary to ensure the proper implementation. Authority is granted to make extracts from this Annex as necessary to prepare supporting directives.

6. Recommended Changes. All PACFLT commands are encouraged to submit to CINCPACFLT recommendations for changes which will improve this Annex.

7. Timeliness of Information. This Annex frequently directs that information be provided to CINCPACFLT (or other designated officers in command) through the chain of command. In cases where time is clearly of the essence and submitting such information through normal channels would render it useless or cause it to arrive too late to be of assistance, it is expected that the information in question will be provided by message directly to CINCPACFLT (or the appropriate officer in command) with others in the chain of command as information addressees. Information addressees in such messages are expected to comment in a timely fashion on the information just as they would if the information were sent through the chain of command. Again, in cases where time is of the essence but a message will not provide required information early enough to be of use, commands are strongly encouraged to use the telephone. CINCPACFLT Public Affairs is normally manned from 0700W to 1700W on weekdays, except Saturdays when it is manned from 0700W to 1200W. During working hours CINCPACFLT Public Affairs may be reached at DSN 430-0111, ext. 471-3769 or 474-4936/4938. During all other hours, the CINCPACFLT Operations Duty Officer should be contacted at DSN 430-0111, ext. 471-8745/8730. Public affairs telecopy is available 24 hours at (808) 422-0771.

8. Conflicting Information. Should guidance in this Annex conflict with guidance issued by higher authority than CINCPACFLT, the guidance issued by the higher authority will apply and the conflict will be reported to CINCPACFLT. Nothing in this Annex is meant to conflict with guidance issued by higher authority.

9. Tasks and Policies.

a. Policy. All officers in command of PACFLT units and their assigned PAOs are required to be familiar with public affairs policies outlined in this Annex and other public affairs policies affecting their units.

b. PA Program. PACFLT officers in command shall develop an aggressive but realistic public affairs program with attainable objectives. For echelon three commanders, this program should be published and issued to subordinates.

c. Authority. A forthright, cooperative and tactful policy of maximum candor, consistent with security, toward the general public and news media representatives shall be used in all matters. In accordance with appropriate guidance and existing policies, CINCPACFLT authorizes and encourages subordinate commands to do the following:

(1) Maintain close liaison with professional public affairs personnel, news media and other naval, military and governmental activities.

(2) Arrange for adequate Navy public information coverage, including official U.S. Navy photographic coverage, of noteworthy events and activities.

(3) Arrange press interviews and appearances of naval personnel on radio and television programs.

(4) Encourage production of radio and television within the Navy itself.

(5) Submit to the Fleet Home Town News Center, on significant and newsworthy occasions, appropriate news material and photographs concerning Navy personnel attached to the command. More individualized photo features should be marketed to the appropriate internal news media, or forwarded to appropriate Navy Offices of Information (NAVINFOs) for marketing to specific external (commercial) news media.

(6) Arrange for press, civic and other official tours of the command and conduct general visiting afloat/ashore for the public when appropriate.

(7) Initiate and assist in the implementation of plans for Navy and Marine Corps participation in national and local holidays, public ceremonies, parades and other special events, when appropriate. Advice should be sought from the appropriate U.S. agencies (including Navy regional coordinators, defense attaches, American consuls and local U.S. Information Service (USIS) posts) before committing participation.

(8) Encourage command personnel participation in activities of local schools, churches, fraternal, social, or civic organizations, sports and recreation programs and other aspects of community life to the extent feasible and appropriate.

(9) Stimulate public interest in the Navy through liaison with civilian organizations and with community business and civic leaders.

(10) Prepare public affairs annexes to all exercise and operation plans and orders to make sure public affairs aspects of all activities are considered in the early planning stages.

(11) Review public speeches, statements, correspondence, interviews and appearances of naval personnel on matters of public interest for military security, propriety and policy. When appropriate, forward such matters for review and clearance by higher authority. This is particularly important for public communications of senior officers (verbal or written) on subjects with policy ramifications, despite the intended audience or the absence of news media.

(12) PACFLT officers in command will conduct an effective program of communication with internal Navy audiences, particularly for active-duty personnel assigned to the command and for their dependents.

d. Basic Tenets. The following are basic public affairs tenets for all officers in command of PACFLT units and their PAOs.

(1) Confine all public discussion and releases to those areas over which the command or person concerned has direct responsibility and direct personal knowledge.

(2) At no time conduct public discussion of political or foreign policy matters unless specifically authorized to do so by higher authority.

(3) Do not divulge future plans or specific operational capabilities which could be of use to any enemy or potential enemy.

(4) If in doubt about what may be discussed or released, seek guidance from a senior command or a professional PAO.

(5) Do not speculate, answer speculative questions or render opinions on real or hypothetical situations when such information is intended for public release or publication.

(6) Maintain a current file of applicable public affairs guidance.

10. Referencing. When you are referencing this Annex in letter correspondence, all commands are expected to refer to the specific page number(s) containing the information (i.e., CINCPACFLT OPOD 201, Annex F, Appndix 2, Tab A, pg. 3). Tab C to Appendix 1 lists other directives containing information and guidance pertinent to the conduct of public affairs in the PACFLT.

11. Reports. Reports required by this Annex are assigned report control symbols as follows:

a. Subparagraph 5b of Appendix 2 and subparagraph 1b of Tab A to Appendix 2 are exempt from control by OPNAVINST 5200.19D.

b. Appendix 4, subparagraph 3i(3). Symbol CINCPACFLT 5773-2.

DAVID E. JEREMIAH  
Admiral, U.S. Navy  
Commander in Chief, U.S. Pacific Fleet

Appendix (for display purposes only):

- 1- Administration
- 2- Policy on Release of Information
- 3- Community Relations and Overseas COMREL Funding
- 4- Internal Relations Policies and Procedures
- 5- Exercises
- 6- Embarkation of Visitors
- 7- Special Guidance
- 8- Index/Cross-Reference Guide

**OFFICIAL:**

L. E. SHEEHAN  
Commander, U.S. Navy  
Flag Secretary





## **APPENDIX III**

# **CIB PLAN (SPECIAL EVENT)**

### **NAVAL AVIATION MUSEUM DEDICATION PUBLIC AFFAIRS PLAN**

1. Purpose. The purpose of this plan is to provide guidance for the public affairs aspects of the Naval Aviation Museum dedication ceremonies, to facilitate media coverage, and to prescribe assistance for the news media in advance of, during and after the ceremonies.

2. Background. The dedication of the Naval Aviation Museum marks the culmination of efforts by naval aviation enthusiasts over the past 20 years to make such a museum a reality. The stage one building now completed (68,000 square feet of an eventual 260,000-square-foot facility) will be turned over to the U.S. Navy by the Naval Aviation Museum Association, Inc., in dedication ceremonies that will take place on 13 April.

3. Public Affairs Objectives. The public affairs objectives for the museum dedication include the following:

- a. Satisfying the requirements of news organizations.
- b. Emphasizing the importance of naval aviation in the progress and defense of our country.
- c. Acquainting the public with the existence of the Naval Aviation Museum as an educational institution.

4. Policy. Public affairs policy, coordinated with the Chief of Information (CHINFO), and set forth by the Chief of Naval Education and Training (CNET), will be implemented by the Officer in Charge, Command Information Bureau, Naval Aviation Museum (OIC, CIBNAM). All participating commands and agencies will be given equitable and appropriate coverage. Cooperation will be extended to all reporters in accordance with existing directives from higher authority.

5. Organization. Under the direction of CNET, CIBNAM will be located in the Barrancas Beach House, across from the Naval Aviation Museum. A sub-CIBNAM will be located to the west and rear of the general audience at the dedication ceremony.

- a. CNET will order activation of CIBNAM at 0800, 10 April, or earlier, depending on the extent of on-scene media interest.
- b. On 12 April, CNET will order activation of the sub-CIBNAM.
- c. CNET will order disestablishment of the CIBNAM and sub-CIBNAM on 14 April.

6. Responsibilities.

a. CHINFO, in accordance with the Naval Aviation Museum information plan, will do the following:

(1) Provide liaison with the appropriate members of the national news media and arrange transportation where possible, to NAS Pensacola.

(2) Provide such other assistance as maybe required including augmentation personnel for CIBNAM and sub-CIBNAM.

b. CNET will monitor public affairs activity for propriety, policy, efficiency and maximum effectiveness throughout the period of the dedication.

c. Commander Training Air Wing Six will provide personnel as indicated in Appendix I.

d. Commanding Officer, NAS Pensacola will provide messing for the news media and transportation as indicated in Appendix IV.

e. Commander, Public Works Center will do the following:

(1) Provide logistical support to the CIBNAM and sub-CIBNAM including the following: telephone, physical space and other support as deemed necessary according to Appendix II, and Tab B to Appendix II.

f. The Director, Naval Aviation Museum, will make sure the OIC, CIBNAM (CNET PAO) (until establishment of CIBNAM) is provided a continuous updating of invitation regrets and acceptances, and assign a technical advisor as specified in Tab A to Appendix I.

g. The Officer in Charge, CIBNAM will do the following:

(1) Promulgate and implement public affairs policy, consistent with this plan and directives of higher authority.

(2) Coordinate and control all public affairs activities of commands, units and organizations engaged in the dedication ceremony according to the provisions of this plan and as directed by CNET.

(3) Authorize and serve as the sole releasing authority for the release of news, photography, radio and television material. Coordinate the release of all news of national interest with CHINFO.

(4) Coordinate arrangements for on-scene coverage, briefings, transportation and messing of reporters. Prepare and distribute news media information kits.

## 7. Procedures.

a. Seating. Eighty seats will be reserved and appropriately marked for members of the news media in the first four rows of general seating in front of the main podium where the dedication ceremony will be held.

b. Coverage Areas. Two roped-off areas will be established as specified in Tab A, marked for use by press only, and be equipped for use by radio (press area two) and still/video photographers (press areas one and two). Each roped-off area will contain a tier for elevated angles of coverage, 100-amp electrical outlets for television camera use and hydraulic mechanic stands (press areas one and two) for elevation purposes. Press area two will have the capability to allow taping of the proceedings.

c. Pooling. In the event that certain functions planned in conjunction with the dedication cannot accommodate all reporters present (e.g., the memorial service or the luncheon at the Officers Club), a pool of representatives will be chosen by the news media or other appropriate authority.

d. Security. All reporters, except those specially designated, will be required to check into the CIBNAM where they will register and receive a press pass and automobile pass. Those holding specially designated cards will have access to all areas designated for press. Press passes will include the name, address and organization affiliation of reporters.

## 8. Services for Media

a. Press Kits. To provide members of the media at the dedication site with information pertinent to the dedication of the Naval Aviation Museum, a press kit published by CNET PAO will include the following:

- (1) Schedule of formal activities relating to the dedication.
- (2) Fact sheet on the museum, its background and plans for expansion.
- (3) Fact sheet on planes on exhibit at the museum.
- (4) Reproduction of the floor plan of the museum showing location of various planes.
- (5) Various feature stories.

b. Photo Library. A photo library will be established at CIBNAM pertaining to both the museum and the planes on exhibit. Copies of photos will be available to the media through an order blank made available to those wishing to use the library.

c. Briefing and Tour of Museum. The Naval Aviation Museum will make its auditorium available as a briefing center. The Director, Naval Aviation Museum or those designated by him to be knowledgeable in the area of naval aviation history and the development of the museum will be available to conduct tours of the facility upon request.

d. Messing. Food and beverages will be made available to members of the media at the CIBNAM.

e. Equipment and Supplies. Typewriters and telephones will be available at the CIBNAM and the sub-CIBNAM. Limited supplies—paper, pencils, and so forth—will be available at both locations.

f. Transportation. Bus service will be available from Sherman Field to CIBNAM to accommodate arriving news media, and be available after the dedication to return them to departing planes, and as specified in Appendix IV.

#### 9. Communications.

a. Communication facilities at the CIBNAM will be sufficient to handle the foreseen demands and to provide an adequate flow of news, as specified in Appendix III.

b. Queries by telephone outside the Pensacola area will normally be answered on a collect call basis. Under no circumstances will news media be authorized to use government communication facilities for other than collect calls.

### Appendices

- I – Personnel and Organization
- II – Facilities
- III – Communications
- IV – Transportation

## **APPENDIX I (EXAMPLE)**

### **PERSONNEL AND ORGANIZATION**

1. General. This section establishes the personnel requirements of CIBNAM established to support the dedication of the Naval Aviation Museum, assigns specific responsibilities and delineates the duties of the assigned personnel.

2. Organization. The organizational structure of CIBNAM and sub-CIBNAM is specified in this Appendix. Personnel requirements are listed in Tab A.

3. Responsibilities and Assignments. Specific responsibilities and duty assignments of personnel for CIBNAM and sub-CIBNAM are as follows:

a. Officer in Charge, CIBNAM. The CIBNAM officer in charge will report directly to CNET, coordinating CIBNAM activity with the dedication coordinating officer. His responsibilities for the public affairs aspects of the Naval Aviation Museum dedication are as follows:

(1) Establish a CIBNAM.

(2) Establish plans, policy and procedures for the CIBNAM and delegate authority for carrying out a public affairs program to include the following:

(a) Media security and credential arrangements.

(b) Facilities for news media.

(c) Production and release of material suitable for use by the media.

(d) Coordination, with CHINFO, of still and video coverage and release to appropriate national and local media outlets.

(e) Assignment of both active-duty and Reserve personnel to implement this plan.

(f) Coordination with CHINFO to ensure that the dedication of the Naval Aviation Museum receives adequate attention in appropriate areas of Navy internal relations programs, both before and following the event.

b. Assistant OIC, CIBNAM. The assistant OIC, CIBNAM serves as the executive officer and reports to the OIC, CIBNAM. His specific duties include the following:

(1) Controlling and monitoring news media transportation from Sherman Field to CIBNAM and sub-CIBNAM, as well as movement of the media during the dedication.

(2) Supervising the accreditation of news media, including implementation of procedures for accreditation and maintenance of accreditation records.

(3) Supervising the administrative work of the CIBNAM.

c. Photojournalist. The photojournalist will concentrate on the preparation and production of photographic features relating to the dedication ceremonies. He reports to the head, media relations.

d. Head, Administrative Section. The head, administrative section, is responsible for the general administration of the CIBNAM. He reports to the assistant OIC. Specific duties include the following:

(1) Maintenance of personnel records and assignments as included in this public affairs plan.

(2) Maintenance of official correspondence records.

(3) Clerical and administrative tasks, as directed.

(4) Supervision of two drivers assigned to CIB.

e. Head, Media Relations. The head, media relations, is responsible for the gathering and dissemination of information to news media concerning dedication ceremony activities. He reports to the OIC, CIBNAM. His specific duties include the following: implementing the public information program, coordinating the assembly and distribution of news media information kits and setting up briefing sessions and tours relating to the Naval Aviation Museum.

f. Press Officer, Media Relations. The press officer has the responsibility to disseminate information to members of the news media. He reports to the head, media relations with specific duties to include the following:

(1) Preparing event and post-event material for public release, including press kits, background information, biographies of personnel and other data.

(2) Coordinating requests for media interviews with project and museum personnel.

(3) Providing other assistance to news media representatives, including the handling of all written and verbal inquiries.

g. Magazine and Still Photo Officer. The magazine and still photo officer is responsible for providing assistance to members of the media requiring preparation of magazine material and the release of still photography. He reports to the head, media relations. Duties of this officer will include the following:

(1) Providing assistance to magazine and book media representatives as appropriate.

(2) Establishing and supervising procedures for release of still photography.

(3) Maintaining a master library of all photography for release, along with necessary forms for ordering particular photos.

(4) Distribution of still photography.

(5) Supervision of darkroom facilities for wire services at the NAS Pensacola photographic laboratory.

h. Television Officer. The television officer is responsible for all liaison and coordination with commercial and educational television covering the dedication ceremonies. He will report to the head, media relations.

i. Radio Officer. The radio officer is responsible for the production of radio material during the ceremonies. He will report to the head, media relations. Specific duties include the following:

(1) Effecting liaison with sub-CIBNAM personnel to provide on-site assistance to representatives of radio networks.

(2) Coordination of special telephone interviews between museum personnel, distinguished participants and radio representatives.

(3) Participating in, and supervising, the production of radio tape material for dissemination to regional or national radio outlets which have no representatives on hand for the dedication ceremonies.

(4) Supervising the establishment and maintenance of a master library for all released radio tapes.

(5) Distribution of released radio tape material.

(6) Coordinating all requests for assistance from radio media.

(7) Assisting in the preparation of material for release on radio tapes.

(8) Maintaining logs and library for all released radio tapes.

(9) Operating tape recording equipment to produce radio tape material for distribution, including beeper reports direct to radio audio outlets.

(10) Coordination of radio reports with the CHINFO automatic beeper system.

j. Technical Advisor. This official will be assigned by the museum to provide guidance to CIBNAM on the technical aspects of museum development and naval aviation history and exhibits on display. He will be available to answer questions of technical nature posed by the news media. He will report to OIC, CIBNAM.

k. Journalists. Journalists will be available to assist the news media, as directed by the head, media relations.

(1) Head, sub-CIBNAM. The head, sub-CIBNAM, located at the site of the dedication, coordinates on-scene public affairs activities and provides assistance to news media representatives at the dedication ceremony itself. His primary responsibilities are as follows:

(a) Serve as liaison for CIBNAM personnel.

(b) Coordinate media activities on site along with the assistant OIC, CIBNAM.

(c) Provide periodic situation reports to the OIC, CIBNAM.

(d) Arrange interviews for reporters with museum dignitaries and personnel.



m. Media Officer, sub-CIBNAM. The media officer, CIBNAM Annex will provide assistance to media representatives and is the CIBNAM representative in the press section of the area in which press seats are reserved during the ceremony. He reports to the head, sub-CIBNAM and is responsible for a continuous flow of information to the CIBNAM. He will make certain that only credentialed news people are allowed in the seating area for press.

n. Assistant Press Officers. There will be three assistant press officers, each assigned to monitor one of the three roped off areas marked "Press Only." Duties of the assistant press officers will include the following:

(1) Escorting media representatives who wish to move beyond the designated areas for press members.

(2) Making certain that members of the media display their press credentials before gaining access to the roped off areas.

(3) Carrying out related public affairs duties as required by the head, sub-CIBNAM.

**TAB A TO APPENDIX I (EXAMPLE)**  
**PERSONNEL REQUIREMENTS FOR CIBNAM AND**  
**SUB-CIBNAM**

1. Command Information Bureau, Naval Aviation Museum (CIBNAM). The following Navy and civilian personnel will staff the CIBNAM and will report at 0800, 7 April to CNET PAO, except those indicated by asterisks, who will report at 0800, 11 April.

a. Command

<u>Grade</u>	<u>Billet</u>	<u>Command Source</u>
CDR	OIC	CNET
LCDR	Assistant OIC	CNET
YN1	Head Administration	CNET
SN*	Driver	NASP
SN*	Driver	NASP
SN*	Driver	NASP
GS	Technical Adviser	Naval Aviation Museum

b. Media Relations

GS	Head, Media Relations	CNET
LTJG	Press Officer	CNET
LT	Television Officer	COMNAVRES
LT	Radio Officer	COMNAVRES
LCDR	Photo Officer	NASP
PH1	Photographer	CNET
PH2	Photographer	CNET
PH3	Photographer	NASP

2. Sub-Command Information Bureau, Naval Aviation Museum (sub-CIBNAM). The following Navy and civilian personnel will staff the sub-CIBNAM and will report at 0800, 11 April to CNET PAO, except those indicated by asterisks, who will report at 0800, 7 April.

<u>Grade</u>	<u>Billet</u>	<u>Command Source</u>
LCDR	Head, CIBNAM Annex	COMNAVRES
LTJG	Press Officer	CNET
GS-9*	Assistant Press Officer	NASP
ENS*	Assistant Press Officer	VT-10
ENS*	Assistant Press Officer	NASC
JO/PH1	Photojournalist	CNET
JO2	Journalist	CNET
JO3*	Journalist	CNET
JO3*	Journalist	CNET

## **APPENDIX II (EXAMPLE) FACILITIES**

1. General. To facilitate news coverage of the dedication ceremonies, facilities appropriate to the occasion will be established. This will include a CIBNAM at the Barrancas Beach House located across the road from the Naval Aviation Museum, the sub-CIBNAM in a tented area to the west and rear of the general audience at the dedication ceremony, an alternate sub-CIBNAM set up inside the Naval Aviation Museum in the event of inclement weather and three roped off areas with necessary power and elevation equipment to accommodate still and video photographers, and so forth. (See figure A3-1.)

### **2. Procedures.**

a. CIBNAM. The necessary tables, chairs and space are now available at the Barrancas Beach House. Installation of communication equipment in accordance with Appendix III of this public affairs plan can begin as the OIC, CIBNAM deems necessary. The main area of the CIBNAM will be designated for use by the media. Typewriters will be available for media use.

b. Sub-CIBNAM. This area to the west and rear of the general audience should accommodate one working table and two desks. Necessary chairs and supplies will be furnished by the CIBNAM. This area will serve as one of the filing areas for reporters and includes telephones.

c. Alternate Sub-CIBNAM. This area, to be outfitted in the same manner as the sub-CIBNAM, will be ready for use in the event of inclement weather and indoor ceremonies. An alternate sub-CIBNAM will be located on the mezzanine floor in a side cover area overlooking the main display area of the museum. Telephones for media use will be available inside the museum.

d. Roped-off Areas for Press Use. To accommodate still and video photographers and radio media, two roped-off areas are to be established, each within 50 feet of the main podium used for the dedication ceremony. Access to these mess during the dedication will be controlled by a press officer. Reporters will have free access to the sub-CIBNAM for filing purposes at all times.

(1) Press Area One. This area will be located to the west of the main podium and measures approximately 10 by 10 feet. Electrical power (100 amps) will be provided to accommodate necessary television needs (four outlets). Two hydraulic mechanical stands provide an 8-foot lift on an approximately 5 by 5 foot platform that will be provided.

(2) Press Area Two. This area will be located directly in front of the main podium and will consist of an area about 20 by 30 feet. A one-tiered platform (3 feet high by 5 feet deep by 20 feet long) for elevation purposes will be situated in this area. This tier will be equipped to handle 100 amps of power through 12 electrical outlets and radio needs.

TAB A TO APPENDIX II (EXAMPLE)  
NAVAL AVIATION MUSEUM  
DEDICATION DIAGRAM

Note: Press areas 1, 2 and 3 to be roped off, and marked Press Only. Controlled access.

40-50 feet distance between main podium and each press area.

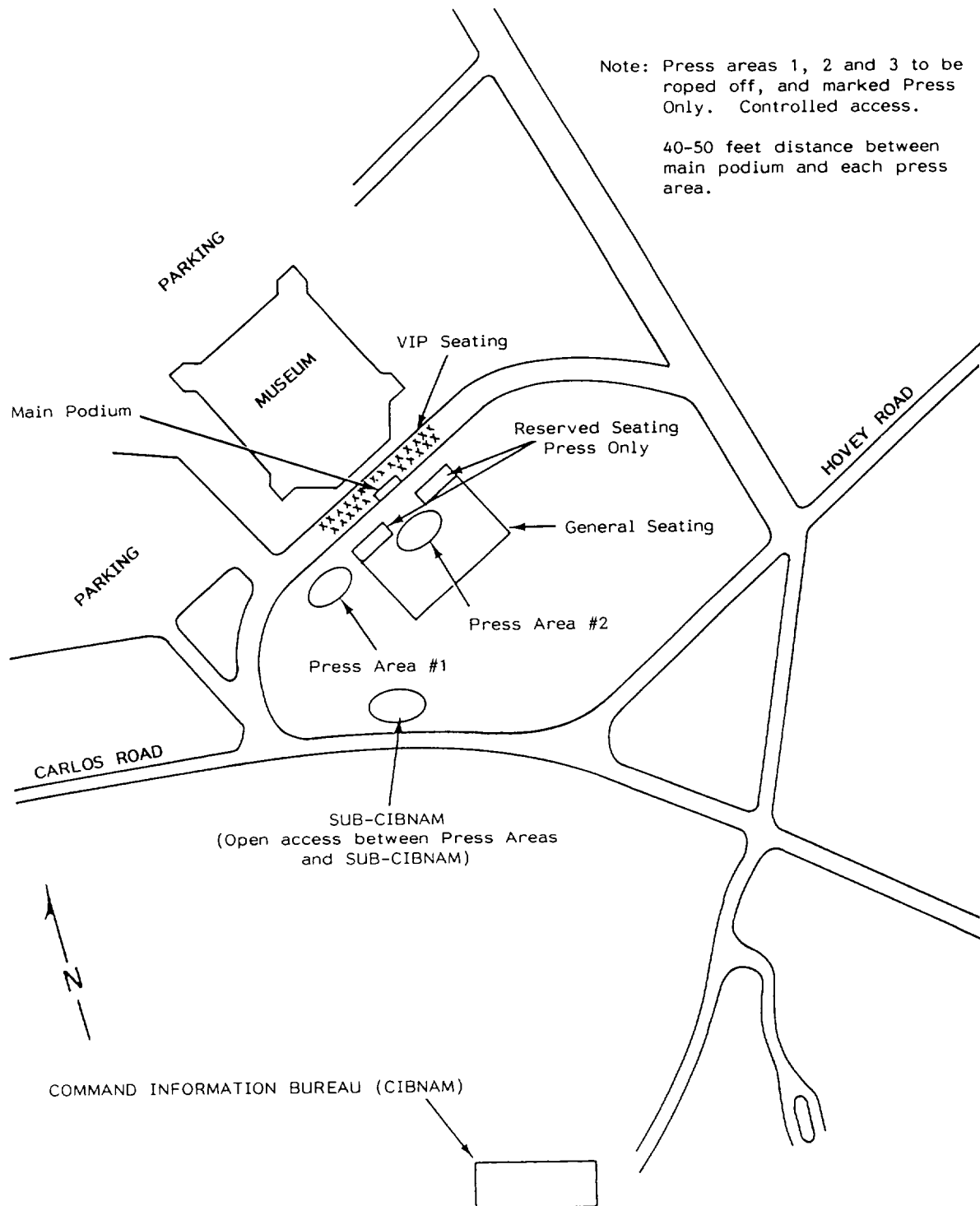


Figure A3-1.—Naval Aviation Museum dedication diagram.

e. Roped-off Areas Inside the Museum. Three areas similar to those described in subparagraphs 2d (1) and (2) of this Appendix will be established in the Naval Aviation Museum in the event that the dedication ceremony is held inside. These areas will be within 50 feet of the main podium from which the ceremony would be held. Low platforms may be used for elevation vice tiers specified for outdoors.

### 3. Specific Responsibilities.

a. The OIC, CIBNAM will coordinate the establishment of facilities as outlined in this section of the public affairs plan.

b. Commanding Officer, Public Works Center, will setup facilities according to this section of the public affairs plan including the following:

(1) One open-air tent, about 40 feet by 40 feet surface overhead, located in accordance with Tab A.

(2) Two roped-off areas located in accordance with Tab A for press areas one and two. A rear entrance control gate should be set up, along with a sign for each area indicating "Press Only."

(3) A sign indicating "Press Information Center" to be placed at the entrance of the driveway to the Barrancas Beach House.

(4) A sign indicating "Press Information Center Annex" to be located in a visible place at the tent site.

(5) Two hydraulic elevation platforms, about 5 feet by 5 feet, to be located in area marked press area one.

(6) Tiers of the dimensions outlined in subparagraph 2d (2) to be constructed in accordance with their proper locations as indicated. Flatbed trailers may be substituted for constructed tiers.

(7) Electrical outlets capable of handling 100 amps of power to be located in areas designated press areas one and two (total 16 outlets).

(8) Twelve electrical outlets capable of handling 200 amps of power to be located within the Naval Aviation Museum, in each of three designated areas as determined by OIC, CIBNAM and the Director, Naval Aviation Museum.

(9) Eighteen typewriters, 16 to be located in CIBNAM and two in the sub-CIBNAM.

(10) Three bulletin boards to be located in the CIBNAM for display of available photos relating to the museum dedication (about 4 feet by 4 feet each), and one board for posting messages for media representatives.

**TAB B TO APPENDIX II (EXAMPLE)**  
**EQUIPMENT AND CONSUMABLE SUPPLIES**

<u>ITEM</u>	<u>QUANTITY</u>	<u>LOCATION</u>	<u>SOURCE</u>
Desk single/double pedestal	6	4 CIBNAM/2 Annex	2
Table, library	31	25 CIBNAM/6 Annex	3
Table, small eating	21	20 CIBNAM/1 Annex	3
Chairs, arm	7	5 CIBNAM/2 Annex	2
Chairs, card table	100	88 CIBNAM/12 Annex	3
Typewriter	18	16 CIBNAM/2 Annex	2
Wastebasket	23	20 CIBNAM/3 Annex	2
Bulletin board 4' x 4'	4	3 CIBNAM/1 Annex	2
Trash can, large	5	4 CIBNAM/1 Annex	2
Signs, wood	3	2 CIBNAM/1 Annex	2
Sedan/station wagon	3	CIBNAM	2
Van, 10 passenger	1	CIBNAM	2
Bus, 45 passenger	1	CIBNAM	2
Light, hanging, 100 watt	5	Annex	2
Tent, 40' x 40'	1	Annex	2
Outlet, electrical	1 double	Annex	2
Food, beverages	As required	CIBNAM/Annex	4
Telephone, incoming/tie line	6	4 CIBNAM/2 Annex	2
Head, portable	1	Annex	2
Hydraulic stands	2	Dedication Site (DS)	2
Outlets, electrical	48	36 DS/12 NAM	2
Photographic tiers	6	D S	2
Tape recorder	1	DS	1
Patch board/multiplex	1	D S	1
Ash trays	50	40 CIBNAM/10 Annex	1
Pencils, #2	20 boxes	15 CIBNAM/5 Annex	1
Pens, ball point	20 boxes	15 CIBNAM/5 Annex	1
Cellophane tape dispenser, large roll	7	5 CIBNAM/2 Annex	1
Paper clips	10 boxes	8 CIBNAM/2 Annex	1
Reporter's notebooks	100	85 CIBNAM/15 Annex	1
Cups, styrofoam	600	500 CIBNAM/100 Annex	1
Paper, typing	20 reams	18 CIBNAM/2 Annex	1
Cellophane tape	14 rolls	10 CIBNAM/4 Annex	1
Staples, standard	10 boxes	8 CIBNAM/2 Annex	1
Staplers, standard	20	14 CIBNAM/6 Annex	1
Spoons	600	500 CIBNAM/100 Annex	1

1 – CNET

2 – PWC

3 – Barrancas Beach House

4 – NASP

## **APPENDIX III (EXAMPLE)**

### **COMMUNICATIONS**

#### **1. General.**

Communication facilities will be provided to handle news situations appropriate to an event of national significance involving senior government officials. Communication facilities at CIBNAM and sub-CIBNAM will be limited and will include only such equipment as is necessary to provide official public affairs communications.

#### **2. Procedures.**

a. Queries by telephone outside the Pensacola area will normally be answered on a collect call basis.

b. Press copy may be filed from CIBNAM for transmittal collect to receiving organizations.

c. Under no circumstances will reporters be authorized to use government communication facilities for other than collect calls.

d. All queries from the media concerning the dedication will be channeled to CNET PAO or CIBNAM, when established.

#### **3. Equipment.**

a. CIBNAM. Four regular telephone instruments capable of handling three lines, plus a tie line between the CIBNAM and sub-CIBNAM, with hold and light capability, will be setup in the CIBNAM.

b. Sub-CIBNAM. Two regular telephone instruments capable of handling three lines, plus tie line, with hold and light capability, will be set up in the sub-CIBNAM tented area near the dedication site.

#### **4. Specific Responsibility.**

a. Commanding Officer, Public Works Center, will do the following:

(1) Provide communications support for CIBNAM and sub-CIBNAM before, during and after the dedication ceremony.

(2) Assure installation of the equipment required for the conduct of public affairs in the CIBNAM and sub-CIBNAM at the desired time. Regular telephones should be installed by 7 April, and direct long distance telephones by 11 April.

(3) Assure that upon disestablishment equipment is properly removed and returned.

(4) Coordinate installation of equipment, in accordance with paragraph three of this Appendix, with the assistant OIC, CIBNAM.

(5) Provide one tape recorder for setup in press area two.

b. The assistant PAO, CNET is designated to serve as coordinator for installation of communications equipment in the CIBNAM and sub-CIBNAM, and to serve as public affairs liaison with Southern Bell Telephone to effect arrangements for news media communication facilities, as desired by the CO, PWC.



## **APPENDIX IV (EXAMPLE) TRANSPORTATION**

1. General. It is anticipated that many incoming and departing reporters may use Sherman Field as their air transportation entry and exit facility. According to previous guidance, CHINFO will coordinate all air transportation for reporters representing national organizations.

2. Procedures. In accordance with the transportation provisions of this plan, government furnished ground transportation will be available to shuttle reporters from Sherman Field to the CIBNAM.

3. Specific Responsibilities.

a. CIBNAM will do the following:

(1) In conjunction with CNET (N-4), determine flight schedules for arriving news media; notify appropriate personnel of any change in schedules or originally planned arrival times.

(2) Coordinate arrangements for arrival and departure transportation.

(3) Provide on-base transportation for local and area news media.

b. Commanding Officer, NAS Pensacola, will do the following:

(1) Arrange for and provide necessary vehicles and drivers.

(2) Provide one 45-passenger bus to meet scheduled media flights.

(3) Provide three Navy sedans/station wagons and a 10-passenger van to the CIBNAM for the period 10 April through 14 April, along with drivers for vehicles.

(4) Direct all reporters arriving by vehicle at the front gate to the CIBNAM, where parking facilities are available.



## APPENDIX IV

# ADVERSE INCIDENT PLAN

COMTHIRDFLT  
OPERATION ORDER  
ROSE FESTIVAL VISIT

### **APPENDIX III TO ANNEX B** **ADVERSE INCIDENT PLAN**

Reference: (a) SECNAVINST 5720.44A  
(b) BUPERS MANUAL  
(c) MARCORPERSMAN, Chapter 12  
(d) PACFLT Regulations, Article 12104.1  
(e) (All others as applicable)

1. **Purpose.** The purpose of this Appendix is to specify the procedure and format for the release of information concerning adverse incidents occurring during the Portland Rose Festival visit.

2. **Definition.** An “adverse incident” is considered to be as follows:

a. Any personal casualty, whether to military or civilian personnel, which results in death, being placed in a “missing” status or injury serious enough to require hospitalization.

b. Lesser injuries to a group of persons, resulting from a single incident.

c. A major accident or incident which could be or could become the subject of press interest, and particularly those incidents which are or could have been observed by civilian media representatives or guests.

3. **Background.** Although it is not likely, there is a possibility that adverse incidents will occur during the Rose Festival visit. The occurrence of adverse incidents is invariably of great interest to the media. Experience has shown that news coverage of such incidents can be limited to a relatively brief time period if essential information on the incident can be provided in the briefest possible period of time. Identification of persons involved in adverse incidents is of special interest to the media and is most often the item that extends news coverage into additional days.

4. Policy. It is the policy of the Secretary of the Navy that essential news of adverse incidents will be released when known, unless such release would compromise military security. To accomplish its mission, the Rose Festival CIB must be expeditiously informed of all particulars of adverse incidents, including full identification of persons involved. The decision as to what news is to be released to the press, and that of when such news is to be released, is the responsibility of the information coordination officer. In no case will individual commanders attempt to withhold such information from the CIB. Wording and timing of press releases pertaining to adverse incidents will be determined by the merits of individual cases; whenever possible, identification of casualties will be withheld until the next of kin may reasonably be expected to have been notified.

5. Action.

a. In accordance with reference (a), an OPREP-3 Navy Blue will be sent to the appropriate authorities.

b. COMTHIRDFLT and CO, USN & MCRTC, Portland, Oregon, will be made information addressees on all communications required by reference (a) or (b), whichever is appropriate.

c. The CIB will initiate any reports deemed necessary in accordance with reference (d).

d. Format for Notification of the CIB. Upon occurrence of an adverse incident, the commander concerned will notify the CIB by the most expeditious means possible, giving the following information:

(1) Summary description of incident.

(a) What happened

(b) When

(c) Where

(d) How

(e) Why

(2) Persons killed.

(a) Name

- (b) Rank/rate
- (c) Social Security number
- (d) Branch of service
- (e) Parent command
- (f) Name, address and relationship of next of kin
- (g) Status of notification of next of kin
- (h) Factors which may preclude public release, if any

(3) Persons missing.

- (a) Name
- (b) Rank/rate
- (c) Date of birth
- (d) Social Security number
- (e) Branch of service
- (f) Parent command
- (g) Name, address and relationship of next of kin
- (h) Status of notification of next of kin
- (i) Factors which may preclude public release, if any

(4) Persons injured.

- (a) Name
- (b) Rank/rate
- (c) Date of birth
- (d) Social Security number

- (e) Branch of service
- (f) Parent command
- (g) Name, address and relationship of next of kin
- (h) Status of notification of next of kin
- (i) Critical, serious, or minor injury, if determined
- (j) Description of injury, expressed in lay terminology
- (k) Treatment and evacuation sequence
- (l) Factors which may preclude public release, if any

(5) Persons involved but not injured.

- (a) Name
- (b) Rank/rate
- (c) Date of birth
- (d) Social Security number
- (e) Branch of service
- (f) Parent command
- (g) How involved

(6) Brief estimate of the extent of the damage to major equipment. This information is important to the CIB in determining the method of handling your particular incident. If the CO objects to releasing this item, so state, and give a brief reason for the objection.

(7) Does the commander desire the CIB to provide PAO assistance at the scene of the incident?

(8) In using this format, omit reference to those items that are not applicable. Indicate as unknown those pertinent items for which this word applies. A follow-up should be sent as soon as additional facts are known.

## APPENDIX V

# SHIP COMMISSIONING PLAN

### PRECOMUNIT LEYTE GULF (CG 55) NOTICE 5060

Subj: COMMISSIONING PLAN

Encl: (1) Commissioning Event Subcommittees  
(2) Public Affairs/Media Liaison Plan  
(3) Invitation Plan  
(4) General Arrangements Plan  
(5) Seating Plan  
(6) Ship Visits/Post Ceremony Plan  
(7) Preliminary Script for Commissioning  
(8) Manning the Rail Procedures  
(9) Proposed Commissioning Plan of Actions and Milestones

1. Purpose. To outline and assign responsibilities for the Commissioning Ceremony of LEYTE GULF (CG 55).

2. Information. LEYTE GULF will be commissioned on Saturday, 5 September 1987, in Fort Lauderdale, Florida.

3. Discussion.

a. The hallowed tradition of commissioning and breathing life into a great man-of-war is an occasion of special significance which generates great national pride and commitment. The commissioning of LEYTE GULF will be particularly significant because we will be sharing this precious experience in an intimate way with the citizens of Fort Lauderdale, Port Everglades and Hollywood, Florida. Moreover, we will be recognizing in our nation's most impressive way, the valor and sacrifice of the thousands of U.S. Navy men who fought and won at Leyte Gulf in 1944.

b. The historical significance of LEYTE GULF's commissioning dictates that we execute the ceremony and attendant activities flawlessly.

c. We can expect national press exposure and many distinguished guests to attend. We will clearly establish the tradition of excellence we are building as LEYTE GULF plankowners by the style with which we carry out this event. Detailed and imaginative planning is required in addition to complete coordination with other commands and agencies involved. We must execute every detail with pride, professionalism and perfection. Uniforms will be impeccable; evolutions executed with smartness and enthusiasm; concern for our guests, thorough and genuine.

d. Mr. R. James Dodge is the commissioning committee chairman and the prospective executive officer is the ship's commissioning coordinator.

4. Action. Ship's subcommittee chairmen will do the following:

- a. Carry out assigned tasks in enclosures (1) through (8).
- b. Coordinate all details closely with their commissioning committee counterparts.
- c. Keep the committee chairman and the ship's coordinator apprised of their progress.
- d. Refer all conflicts to the committee chairman or the ship's coordinator for resolution as early as discovered.
- e. Update plans under their cognizance when changes are required.

JETTE BROWN

Distribution List:

All Officers

CPO Mess (10)

PCO, SAN JACINTO (CG 56)

LEYTE GULF (CG 55) Commissioning Committee (10)



## COMMISSIONING EVENT SUBCOMMITTEES

### TITLE

### COMMITTEE MEMBERS

COMMISSIONING COORDINATOR  
SHIP'S COMMISSIONING COORDINATOR  
COORDINATES ACTIVITIES OF SUBCOMMITTEES

LCDR ODEGAARD  
LCDR SMITH

### LOGISTICS

OBTAIN BAND  
GIFTS FOR SPONSOR AND CREW/SHIP  
FUNDS COORDINATOR  
FOUL WEATHER COORDINATOR  
DECORATIONS  
TENTS/PORTABLE LAVS  
SEATING/BLEACHERS

CHAIRMAN: LT HOLLOWAY  
MEMBERS: SKCS BELLARD

### PUBLIC AFFAIRS/INVITATIONS

MEDIA LIAISON  
HOMETOWN NEWS  
PHOTO REQUIREMENTS  
COMMISSIONING BOOK/PROGRAM  
WELCOME ABOARD PAMPHLET  
COORDINATE GUEST LISTS  
COORDINATE INVITATIONS (PRINTING AND DISTRIBUTION)

CHAIRMAN: LT BILLE  
MEMBERS: ENS KAUFMAN  
EMCS SPROUSE  
FCC DAVIDSON  
FC1 JONES  
FC1 DODD  
ET1 BARNER  
GMG1 AUTREY  
YN1 ROOD  
STG3 LIBERTO

### TRANSPORTATION, PARKING AND

ACCOMMODATIONS  
LODGING ASSISTANCE FOR VIPS AND CREW  
ARRANGE REQUIRED TRANSPORTATION  
ARRANGE RESERVED/GENERAL PARKING

CHAIRMAN: LT KAPLAN  
MEMBERS: LT LANGLEY  
LTJG SAMPLES

### SHIP'S COLOR AND HONOR GUARDS

CHAIRMAN: LT KAPLAN  
MEMBERS: ENS CHRISTIAN  
BMCS EVERSON  
GMGC GREGORY

Enclosure (1)

SOCIAL EVENTS  
CO'S RECEPTION  
CO'S BRUNCH  
COMMISSIONING RECEPTION  
CREW RECEPTION  
OTHER EVENTS

CHAIRMAN: LCDR SMITH  
MEMBERS: ENS ROBERTS  
MSC ABASTA

CEREMONY AND HONORS  
COORDINATE HONORS PLAN  
COME ALIVE CEREMONY  
SHIP'S TOURS  
ARRANGE PLATFORM GUESTS AND SPEAKERS PODIUM

CHAIRMAN: LCDR MAIORANO  
MEMBERS: TBD

GENERAL SHIP AND PIER ARRANGEMENTS  
PIER SELECTION  
HARBOR SUPPORT  
ARRANGEMENT OF:  
GUEST SEATING  
BAND STAND  
OFFICIAL PLATFORM

CHAIRMAN: LCDR MAIORANO  
MEMBERS: TBD

SAFETY, SECURITY AND USHERS  
CROWD CONTROL  
PIER AND HARBOR SAFETY  
SHIP' S SECURITY  
PLAN FOR USHERS AND ESCORTS

CHAIRMAN: LT FOLEY  
MEMBERS: ENS TAN  
GMMC HARRIS  
GMG1 AUTREY

Enclosure (1)

## **PUBLIC AFFAIRS/MEDIA LIAISON PLAN**

1. Purpose. To establish procedures and assign responsibilities for the coordination of all public affairs and media liaison matters in connection with the commissioning.

2. Responsibility. Public Affairs/Invitations Detail.

3. Schedule. The Public Affair/Media Liaison plan will be accomplished as follows:

<u>DATE</u>	<u>ITEMS FOR ACTION</u>
19 DEC 86	Welcome aboard pamphlet rough layout Establish committee members Submit waiver for multicolor printing Submit CHINFO request for commissioning speaker Coordinate with printing office for commissioning book requirements and recommendations
21 JAN 87	Commissioning book rough layout Official invitation letter draft
23 JAN 87	Welcome aboard pamphlet layout approved
3 APR 87	Organize photos of LEYTE GULF construction action shots Commissioning book rough layout with photos
22 MAY 87	Final commissioning book layout approved
29 MAY 87	Prepare CHINFO Report 5720-3
12 JUN 87	Send commissioning book to the printer
19 JUN 87	Order plankowner certificates for all hands
6 JUL 87	Detailed plan for CO's reception
22 JUL 87	Review CO's reception plans
31 JUL 87	Prepare VIP welcome packages: CO's welcome letter, 3 by 5 card with schedule of events, 3 by 5 card with VIPnames, map of Fort Lauderdale, Press kit

Enclosure (2)

DATE

ITEMS FOR ACTION

7 AUG 87	Assemble press kits: decorative folder, one-page photo and bio of CO, photo and bio of XO and C/MC on same page, ship's sponsor photo and bio, photo of LEYTE GULF under way, officer directory, commissioning book, CO's press release, Ingalls fliers, crest with description, history of namesake and ship photos
10 AUG 87	Prepare Fleet Home Town News release
14 AUG 87	Send prepared Fleet Home Town News releases
24 AUG 87	Distribute guest list of VIPs to all aids of flag officers attending commissioning
31 AUG 87	Volunteers for ushers and distributing commissioning books
4 SEP 87	Meeting with all involved public affairs personnel for final brief
5 SEP 87	LEYTE GULF COMMISSIONING

Enclosure (2)

## INVITATION PLAN

1. Purpose. This plan provides for the issuance and control of invitations for the commissioning ceremony and the receptions following.
2. Responsibility. Public Affairs/Invitation Detail
3. Schedule. The invitation plan will be accomplished as follows:

<u>DATE</u>	<u>ITEMS FOR ACTION</u>
8 APR 87	Develop first invitation list from Fort Lauderdale military and local community
15 APR 87	Order invitation blanks
20 MAY 87	First run of ship's portion of invitation list submitted for review
20 MAY 87	Principal speakers/platform guests/distinguished guests identified
17 JUN 87	Deadline for submission of invitation requests
17 JUN 87	Invitations to printer for printing
30 JUN 87	Advanced invitation letters to VIPs
1 JUL 87	Establish RSVP tracking system
8 JUL 87	Final invitation list to computer for label printing
22 JUL 87	Have invitations ready to mail. Make final update to invitation list
31 JUL 87	Mail invitations
15 AUG 87	Acceptance review. Prepare final update to guest list. Confirm speakers
5 SEP 87	LEYTE GULF COMMISSIONING

Enclosure (3)

4. Invitations.

The following printed material will be required:

- a. Invitations to the commissioning ceremony.
- b. RSVP cards for the commissioning ceremony.
- c. Invitation envelopes with postage.
- d. RSVP card envelopes with postage.
- e. General information card and map of directions to commissioning site.
- f. Post-ceremony reception invitations.

5. Printing Procedures. The necessary printing will be procured through the Navy Publications and Printing Service Office in Pascagoula.

Enclosure (3)

## **GENERAL ARRANGEMENTS PLAN**

1. This enclosure sets forth the physical arrangements of equipment, personnel and platforms and promulgates other miscellaneous procedures not covered in other enclosures.

2. Responsibility. Various.

3. Ceremony Details/Physical Arrangements.

a. Official Platform Guests and Speaker's Podium.

(1) LT Foley will act as the VIP coordinator.

(2) The platform guests of the official party will be seated in the area of the quarterdeck (Ceremony and Honors Detail).

(3) The speaker's platform will be attached to the ship immediately outboard of the quarterdeck with the speaker's podium placed on the platform (General Ship and Pier Arrangements Detail).

(4) The prospective executive officer will be provided a podium immediately aft of the platform guest seating area and near the ship's edge.

b. Guest Seating. Seating will be divided into three general categories: VIP, reserved and open. In view of the large crowd expected, an early assessment of the invitation response number will be required. It is expected that this particular concern will require flexibility and several last minute accommodations can be anticipated. A special section for handicapped guests will be designated. Special ushers will assist this group. Seating is discussed in further detail in enclosure (5) (Logistics Detail).

c. Band/Band Stand. A band stand will be set up in an area between the forward brow and the guest seating, facing the guests (General Ship and Pier Arrangements Detail).

d. Ship's Color Guard and Honor Guard. Members of the crew will be stationed on board to raise the ensign, jack and commissioning pennant which will be replaced by a second set after the ceremony. The originals will then be delivered immediately to the executive officer. The ship's honor guard will be presented to the principal speaker for inspection (Ceremony and Honors and Honor Guards Detail).

e. The Special Commissioning Watch is in addition to the "First Watch." Under the general direction of the operations officer, they shall coordinate the "come-alive" ceremonies and be prepared to respond to any contingency. The senior watch officer will promulgate a commissioning day watch bill not later than 15 August 1987.

Enclosure (4)

f. Uniform. The uniform prescribed for the commissioning ceremony shall be full-dress white for officers and chief petty officers and full-dress white jumper for first class petty officers and junior.

#### 4. Honors Plan.

a. The weapons officer will make sure all preparations for the use of the ship's saluting battery are made not later than 1 June 1987. Backup saluting battery arrangements will be made.

##### b. Sequence of Events – Before the Commissioning Ceremony.

(1) Honors will be rendered for only the principal speaker. The Ceremony and Honors Detail will research the appropriateness of the honors afforded.

(2) The official party with platform guests will depart the staging location (TBD) in reverse order of seniority.

(3) Upon arrival at the commissioning berth, platform members of the official party will be met by the prospective commanding officer. Members of the official party will be escorted, as coordinated by the head usher and assisted by department heads, to the weather break where they will remain until individually introduced by the prospective executive officer. Chairs will be provided for the guests' comfort while awaiting their introduction. Names will be on the chairs identifying guests. Escorts will take VIP spouses to the appropriate seating area.

(4) Upon arrival, the principal speaker will be greeted by the prospective commanding officer. At this point, the ship's crew and honor guard will come to attention and appropriate honors will be rendered.

(5) The honor guard will then be reviewed by the principal speaker (escorted by the prospective commanding officer and the honor guard officer). The band will play appropriate music. Platform guests arriving with the principal speaker will wait at an appropriate spot until the inspection of the honor guard is complete. Upon completion of the review, the prospective commanding officer will escort the principal speaker to the weather break, where other platform guests will be waiting (seated). Each platform guest will proceed to prearranged seating as he or she is announced by the prospective executive officer.

Enclosure (4)



(6) The ceremony will proceed in accordance with the commissioning program.

c. Sequence of Events – After LEYTE GULF is commissioned: After reporting for duty to COMNAVSURFLANT, the commanding officer will request permission to break the flag of the principal speaker. The commissioning pennant will be hauled down as the other flag is hoisted and honors subsequently rendered.

d. Honors (sideboys and piping) will be rendered only to those guests in the official party upon their departure from the ship in accordance with *Navy Regulations*. Side honors will be rendered, the personal flag hauled down and the commissioning pennant will be broken.

e. Ceremonial officer of the deck will be assigned at a later date. Eight side boys will be assigned. They will form during the benediction and be in place for the official party after the ceremony and as the party departs. The BMOW will pipe the side as guests board.

Enclosure (4)

## **SEATING PLAN**

1. Purpose. To assign responsibilities and establish procedures for handling chairs and determining the seating plan for the platform and the pier.

2. Responsibility. Logistics Detail. A seating plan will be developed by 30 April 1987.

3. Plan.

a. Procurement. Folding chairs will be used throughout the seating area. Platform armchairs will be the ship's Type II chairs with white slipcovers (RSVPs will determine the actual number).

b. Arrangement. The chairs will be arranged in accordance with the platform and pier arrangement plan. The number of chairs will be adjusted to correspond with the acceptances received as reported by the Invitation Detail.

4. Coordination. The Logistics Detail will coordinate:

a. With the department heads for the required working parties.

b. With the designated agent for the loading and unloading of chairs belonging to the civilian contractor.

c. With the Invitations Detail and head usher for seating in accordance with RSVPs.

5. A proposed seating arrangement of the guests on the platform and pier will be submitted to the prospective executive officer by 15 July 1987.

6. Seating Plan. Seating for VIPs, organization block seating and general guests will be provided in the areas facing the official platform.

a. VIPS are defined as follows:

(1) Relatives of platform speakers

(2) Selected LEYTE GULF relatives and guests

(3) Operational commander/military officers of flag rank and their civilian equivalents

(4) Select SUPSHIP representatives and guests

(5) Select PMS-400 representatives and guests

Enclosure (5)

(6) Select contractor (ISD, RCA, MMC, Raytheon, etc.) representatives and guests

(7) Commanding officers of ships present

(8) Retired flag officers

(9) Select commissioning committee members

(10) Leyte Gulf battle veterans

b. Crew guest seating is defined as follows:

(1) LEYTE GULF family members

(2) LEYTE GULF crew guests

c. General guests will be seated in designated areas based on time of arrival

Enclosure (5)

### **SHIP VISITS/POST CEREMONY PLAN**

1. Purpose. To provide a plan for conducting ship visits during LEYTE GULFS visit to Fort Lauderdale and to provide a tour plan for guests after the commissioning ceremony.
2. Responsibility. Ceremony and Honors Detail.
3. A ship visit plan will be developed by 30 June 1987.
4. Tour. Guests will be invited aboard for a brief tour after the commissioning ceremony. The after brows will be used for the ship visit. The forward brow is reserved exclusively for the official party, emergencies and for crewmen to depart the ship during the 15 minutes immediately following the ceremony.
  - a. The Ceremony and Honors Detail is in charge of tour assignments.
  - b. Two crewmen will be assigned at both ends of the after brows to assist guests. Tour guides will be stationed at appropriate spots on the tour path to describe items of interest and to keep visitors moving.
  - c. One after brow will be used for offgoing traffic; one will be used for oncoming traffic.
  - d. A comprehensive tour plan will be developed by 30 June 1987. The tour will include equipment displays, as appropriate, and will be coordinated by the appropriate department head.

Enclosure (6)

## **PRELIMINARY SCRIPT FOR COMMISSIONING**

<u>EVENT</u>	<u>TIME</u>	<u>SPEAKER/COG</u>	<u>DESCRIPTION</u>
1	0530	CDO	Reveille, Clamp Down
2	0530-0630	SUPPO	Breakfast
3	0630	XO	Officers' Call, Time Check (Note: morning colors not held)
4	0645	Department Heads	Quarters
5	0700-0800	CDO	Titivate ship
6	0715	EMO	Final test of the public address system
7	0800	CDO	Ship's company shift into the uniform of the day: full-dress white (possibly with rain gear)
8	0830	Department Heads	Muster ushers, bus escorts, pier hosts
9	0830	CDO	Set the Special Commissioning Watch
10	0830	Transportation Officer	Bus trips from parking lot begin; weather decks secured
11	0830	Bandmaster	Band arrives on pier and takes place on the stand
12	0945	Transportation Officer	VIP party departs site TBD
13	1000	SUPSHIP	Officer party, with guests, assemble at site TBD
14	1000	Bandmaster	Commence band selections
15	1000	XO	Ship's company fall in at commissioning quarters and other locations, as directed
16	1015	Honor Guard Officer	Honor Guard muster on pier in position
17	1045	Transportation Officer	Boat arrives at ship/ceremonial area
18	1045	Head Usher	Upon arrival, the official party (less platform guests) is escorted to the appropriate seats (reserved by name); non-VIP ushers join crew formation at this time.

Enclosure (7)

<u>EVENT</u>	<u>TIME</u>	<u>SPEAKER/COG</u>	<u>DESCRIPTION</u>
19	1050	XO	<p>“WILL THE GUESTS PLEASE BE SEATED. (PAUSE) GOOD MORNING LADIES AND GENTLEMEN AND WELCOME TO THE COMMISSIONING OF THE WORLD’S MOST SOPHISTICATED CRUISER—LEYTE GULF. THE CEREMONY YOU ARE ABOUT TO WITNESS IS A TIME-HONORED TRADITION OF THE UNITED STATES NAVY THAT STARTED WITH THE COMMISSIONING OF THE FIRST SHIP—THE CAPTURED BRITISH SCHOONER, MARGARETTA, IN 1775. SINCE THAT DATE THOUSANDS OF SHIPS HAVE UNDERGONE THE MAGICAL TRANSITION FROM THE SILENT AND UNMANNED VESSEL YOU NOW SEE BEFORE YOU, TO A WARSHIP FULLY MANNED AND FULLY ALIVE. THE WORLD’S FINEST COMMISSIONING CREW—HEREAFTER KNOWN AS PLANKOWNERS—IS IN FORMATION AND READY.</p> <p>IN A FEW MINUTES OUR PRINCIPAL SPEAKER WILL ARRIVE AND THE CEREMONY WILL BEGIN. PLEASE BE AWARE THAT THE GUN SALUTE TO (TBD) WHEN HE DEPARTS THE SHIP IS VERY LOUD. I TELL YOU THIS IN ADVANCE SO YOU WILL NOT BE UNNECESSARILY STARTLED.</p> <p>AN INFORMATION BOOTH IS SET UP TO MY (LEFT OR RIGHT) ON THE PIER TO ANSWER ANY QUESTIONS AND PROVIDE A LOST AND FOUND SERVICE.</p> <p>UPON COMPLETION OF THE COMMISSIONING CEREMONY, YOU ARE INVITED TO TOUR THE SHIP BY CROSSING THE BROW LOCATED ON THE FANTAIL.</p> <p>A SPECIAL WORD OF THANKS TO (THE BAND AND ANY OTHER GROUPS TO MENTION).</p> <p>WE HOPE YOU ENJOY THE CEREMONY. THANK YOU FOR JOINING US AS WE BRING LEYTE GULF TO LIFE.</p>
	1050		<p>Boat bearing platform guests (less principal speaker party) arrive at the designated location and are greeted by the prospective commanding officer. Ushers will escort guests from the head of the brow to the weather break where they remain until they are announced. Chairs are provided for guests while waiting. Nonplatform guests will be escorted and seated in the first row of the VIP section.</p>
	1056	XO	<p>“LADIES AND GENTLEMEN, THE PLATFORM GUESTS”:</p> <p>Introduce platform guests. As introduced, guests walk from break to platform.</p>

Enclosure (7)

<u>EVENT</u>	<u>TIME</u>	<u>SPEAKER/COG</u>	<u>DESCRIPTION</u>
	1059:30	XO	As guest speaker approaches, "SHIP'S COMPANY, COME TO ATTENTION. WILL THE GUESTS PLEASE RISE. (PAUSE) LADIES AND GENTLEMEN, (announce the speaker)"
		Department Head	About faces. "SHIP'S COMPANY, ATTEN - HUT!"
		XO	"SHIP'S COMPANY, PRESENT ARMS!"
		Department Head	"SHIP'S COMPANY, PRESENT - ARMS!" Ship's company and honor guard presents arms. Formation heads salute. Men in ranks stand at attention.
	1100	XO	"SHIP'S COMPANY, ORDER ARMS!" "WILL THE GUESTS PLEASE REMAIN STANDING." Principal speaker inspects honor guard. Prospective commanding officer and principal speaker proceed to the platform.
		Department Head	"SHIP'S COMPANY, ORDER - ARMS!"
		XO	"LADIES AND GENTLEMEN, (The principal speaker)"
	1105	PCO	"LCDR ODEGAARD, PROCEED WITH THE COMMISSIONING CEREMONY."
		XO	"AYE AYE, SIR." (Salute PCO)
		CO	(Returns XO's salute)
		XO	"PARADE THE COLORS. SHIP'S COMPANY, PRESENT ARMS!"
		Department Head	"SHIP'S COMPANY, PRESENT - ARMS!"
		BAND	Play national anthem
		XO	"SHIP'S COMPANY, ORDER ARMS!"
		Department Head	"SHIP'S COMPANY, ORDER - ARMS!"
INVOCATION		XO	"(Chaplain) WILL OFFER THE INVOCATION"
PRAYER			" ..... AMEN."

Enclosure (7)

<u>EVENT</u>	<u>TIME</u>	<u>SPEAKER/COG</u>	<u>DESCRIPTION</u>
	1110	XO	"WILL THE GUESTS PLEASE BE SEATED. SHIP'S COMPANY, PARADE REST!"
		Department Head	"SHIP'S COMPANY, PARADE - REST!"
		XO	"LADIES AND GENTLEMEN, MR. JERRY ST. PE', PRESIDENT, INGALLS SHIPBUILDING."
REMARKS		Mr. St. Pe'	"(REMARKS) . . . . . THANK YOU."
		XO	"LADIES AND GENTLEMEN, THE _____" (Introduces speakers in ascending order of seniority.)
REMARKS			"(principal speaker remarks) . . . . . THANK YOU."
			At the end of the principal speaker's remarks, VADM Rowden and CAPT Browne approach the podium.
	1130	XO	"VADM WILLIAM H. ROWDEN WILL NOW READ THE COMMISSIONING DIRECTIVE."
REMARKS	1130		(VADM ROWDEN): "I HEREBY PLACE UNITED STATES SHIP LEYTE GULF IN COMMISSION. GOD BLESS AND GOD SPEED."
	1130	CO	Salutes.
COLORS		CO	"LCDR ODEGAARD, HOIST THE COLORS AND BREAK THE COMMISSIONING PENNANT."
		XO	"AYE AYE, SIR!" (Salute CO)
		CO	(Returns XO's salute)
		XO	"BREAK THE COLORS. SHIP'S COMPANY, ATTEN-HUT! WILL THE GUESTS PLEASE RISE."
		Department Head	"SHIP'S COMPANY, ATTEN - HUT!"
		XO	"SHIP'S COMPANY, PRESENT ARMS!"
		Department Head	"SHIP' S COMPANY, PRESENT - ARMS!"
NATIONAL ANTHEM		Band	(The band plays the national anthem. Colors will be hoisted at the mast and the commissioning pennant will be broken. Formation heads salute. Honor guard present arms. Men in ranks stand at attention.)

Enclosure (7)



<u>EVENT</u>	<u>TIME</u>	<u>SPEAKER/COG</u>	<u>DESCRIPTION</u>
	1135	XO	"SHIP'S COMPANY, ORDER ARMS! WILL THE GUESTS PLEASE BE SEATED."
		Department Head	"SHIP'S COMPANY, ORDER - ARMS!"
		XO	"SHIP'S COMPANY, PARADE REST! CAPTAIN, THE COLORS HAVE BEEN BROKEN."
		Department Head	"SHIP'S COMPANY, PARADE - REST!"
	1136	XO	"LADIES AND GENTLEMEN, CAPTAIN JETTE BROWN, COMMANDING OFFICER, UNITED STATES SHIP LEYTE GULF."
	1136	CO	"I WILL NOW READ MY ORDERS." (CO reads orders.)
	1137	CO	"LCDR ODEGAARD, SET THE WATCH."
		XO	"AYE AYE, SIR." (Salute CO)
		CO	(Return XO's salute)
		XO	"SHIP'S COMPANY, ATTEN-HUT!"
		Department Head	"SHIP' S COMPANY, ATTEN - HUT!"
		XO	"NAVIGATOR, SET THE WATCH."
		NAV	LT Lakins, with the watch team assembled on the pier, says "AYE AYE, SIR," and salutes the XO. He then marches the watch team aboard through the forward brow.
		XO	(Return navigator's salute)
SET THE WATCH		BMOW	Pipes the watch, says over the 1MC: "SET THE WATCH; ON DECK, SECTION I."
WATCH IS SET		NAV	LT Lakins marches to the platform through the 01 level, salutes XO and reports: "SIR, THE WATCH IS SET." XO returns salute, presents long glass, LT Lakins salutes (XO returns salute), and marches to position on forward break
	1142	XO	(XO salutes CO) "CAPTAIN, THE WATCH IS SET." (Hold salute)
CREW TO QUARTERS		CO	(Return XOs salute and holds it) "VERY WELL, CALL THE CREW TO QUARTERS."

Enclosure (7)

<u>EVENT</u>	<u>TIME</u>	<u>SPEAKER/COG</u>	<u>DESCRIPTION</u>
MAN THE SHIP		XO	"AYE AYE, SIR." (CO drops salute, XO does same)
		XO	"BANDMASTER, SOUND OFF. LEYTE GULF CREWMEN, MAN YOUR SHIP." ( <u>Loud</u> response from crew: Aye Aye, Sir!)
		Department Head	"SHIP'S COMPANY, RIGHT AND LEFT FACE! DOUBLE TIME, MARCH!"
		Band	Strike up "Anchors Aweigh" on Department Head's order to march
		ALL	The crew will double time in two single columns as specified in the rail manning procedures.
	1145		Band stops on cue from walkie-talkie when last man is in place.
TIME 0+		XO	"CAPTAIN, THE WATCH IS SET, THE SHIP IS MANNED AND THE CREW IS AT QUARTERS. REQUEST PERMISSION TO BRING LEYTE GULF TO LIFE!"
		CO	"BRING LEYTE GULF TO LIFE!"
		XO	"SHIP'S COMPANY, BRING LEYTE GULF TO LIFE!"
		CREW	"AYE AYE, SIR!"
		Designated Personnel	On sound of collision alarm:
			Activate sonar
			Train and elevate MT 51 AND 52
			Fire torpedo tubes
			Rotate AN/SPS-55
			Break signal flags
			Full dress ship
			Rotate all four directors
			Train and elevate port CIWS mount
			Release balloons
			Start GTM # _____ (aft)
			(Continue for 30 seconds)

Enclosure (7)

<u>E V E N T T I M E</u>	<u>S P E A K E R / C O G</u>	<u>D E S C R I P T I O N</u>
	Designated Personnel	Sound ship whistle for 10 seconds.
	Crew/ Designated Personnel	Upon completion of whistle signal, crew salutes and saluting battery fires.
	XO	"LADIES AND GENTLEMEN, THE SHIP IS ALIVE. THE GALLANT MEN OF THIS MAGNIFICENT WARSHIP SALUTE YOU."
	XO	"SHIP'S COMPANY READY. . . TO!"
	XO	"CAPTAIN, THE SHIP IS MANNED AND READY."
1150	CO	"ADMIRAL MCCAULEY, THE SHIP IS MANNED AND READY AND REPORTS FOR DUTY TO THE ATLANTIC FLEET. REQUEST PERMISSION TO BREAK (principal speaker's) FLAG." Admiral McCauley stands, returns salute and grants permission.
	CO	"LCDR ODEGAARD, BREAK (principal speaker's) FLAG."
	CO	"THERE ARE REFRESHMENTS AND SHIP'S MEMORABILIA AVAILABLE ON THE PIER. WELCOME ABOARD AMERICA'S FINEST WARSHIP; A WARSHIP 'ARRAYED FOR VICTORY'"
	BMOW	After platform guests are clear, (pipe) "SECURE FROM QUARTERS." Crew dismissed to join family and friends. Crew, on command from local petty officer, will right/left face and double time inside the ship through the outboard side. Crewmen depart the after brow to meet their guests. Crewmen must return onboard through the after brows.
	BAND	Band selections
		Ushers direct official party guests to forward brow and remainder of guests to after brow.
	OOD	Eight side boys muster at the forward brow. Pipe VIP guests aboard.

Enclosure (7)

## **MANNING THE RAIL PROCEDURES**

1. The crew will be divided into two basic groups: one main group at the back of the general seating area and one group dispersed throughout the ship to facilitate manning the rail and the coming alive ceremony. Only an absolute minimum number will remain on the ship.

2. The ceremonial quarterdeck watch will be in the front of the seating section, facing the guests, and will board the ship through the forward brow when the watch is set.

3. After the boatswain's mate pipes the crew to the rail, the following actions will take place:

a. The band will commence playing "Anchors Aweigh" upon the order to march.

b. Immediately, those on the left (facing the ship) of the main group will double time, by column, onto the ship through the center aisle and forward brow. The first man in the group will proceed down the side until he reaches the speaker's area with the others following until the rail is manned. At this time, the next man will proceed forward to the bullnose and those following will man the rail aft to the quarterdeck (FR 120). Those personnel whose stations are within the MT 51 danger circle will form a second rank behind those outside the aft of the danger circle only during the come alive evolution. The officers and chief petty officers in the group will man the rail forward and aft of the speaker's platform.

c. Simultaneously, the group to the right (facing the ship) will proceed down the center aisle and cross in front of the audience. The group will proceed down the pier, cross the after brow and man the after part of the ship. Those personnel whose station is within the MT 52 danger circle will form a second rank behind those outside and forward of the danger circle only during the come alive ceremony. As with the other group, the officers and chief petty officers will man the rail forward and aft of the speakers platform.

d. Some men may be hidden inside the ship to man the rails. The senior man of each group will ensure that the group double times into place in synchronization.

e. The honor guard will remain on the pier.

f. When manning the rail, each crewman will stop in his appropriate position, do a sharp left or right face, as appropriate, then do a normal interval dress right or left to the crewman next to him, doing a "ready to" once in position.

The above procedures will be adopted/modified as necessary after initial rehearsals to ensure a smart evolution.

Enclosure (8)

**PROPOSED COMMISSIONING PLAN OF ACTIONS AND  
MILESTONES**

<u>TASK</u>	<u>COMPLETION DATE</u>
DEFINE SCOPE AND CONCEPT OF COMMISSIONING CEREMONY AND RELATED EVENTS	DEC 86
DETERMINE PIER SELECTION	DEC 86
PUBLISH COMMISSIONING NOTICE (IDENTIFY CREW RESPONSIBILITIES)	DEC 86
FORM COMMISSIONING PLANNING COMMITTEE	DEC 86
REQUEST WAIVER FOR MULTICOLOR PRINTING	DEC 86
DEFINE EVENTS TO OCCUR AS PART OF THE COMMISSIONING AND RELATED ACTIVITIES DURING THE DAY	JAN 87
COMMENCE CREW PHOTOS	MAY 87
SEND OFFICIAL LETTER INVITING PRINCIPAL SPEAKER	FEB 87
PREPARE PRELIMINARY COST ESTIMATES FOR COMMISSION- ING CEREMONY, VARIOUS PARTIES/RECEPTIONS, GIFTS, COMMEMORATIVE ITEMS, ETC.	FEB 87
SECOND COMMISSIONING COMMITTEE MEETING	FEB 87
IDENTIFY PUBLIC RELATIONS OBJECTIVES	FEB 87
REVIEW/MONITOR SUPSHIP'S COMMISSIONING SUPPORT CONTRACT (NAVSEA FUNDING)	FEB 87
REQUEST BANDS	FEB 87
ARRANGE FOR SALUTING BATTERY AND LOADS	FEB 87
SELECT RECEPTION SITES	FEB 87
REQUEST HONOR GUARD	FEB 87
DEFINE HOTEL/QUARTERS AVAILABLE IN FORT LAUDERDALE	FEB 87
THIRD COMMISSIONING COMMITTEE MEETING	MAR 87
DEVELOP INITIAL COMMISSIONING BOOKLET	MAR 87
REQUEST CONGRATULATORY LETTERS	APR 87

Enclosure (9)

<u>TASK</u>	<u>COMPLETION DATE</u>
DEVELOP FIRST INVITATION LIST	APR 87
DEFINE SEATING REQUIREMENTS	APR 87
FOURTH COMMISSIONING COMMITTEE MEETING	APR 87
ORDER VIP PHOTOS	APR 87
CONFIRM PRINCIPAL SPEAKER	APR 87
FIFTH COMMISSIONING COMMITTEE MEETING	MAY 87
SUBMIT FIRST RUN OF INVITATION LIST FOR REVIEW	MAY 87
DETERMINE CEREMONY EQUIPMENT REQUIREMENTS	MAY 87
ORDER INVITATIONS FROM NAVY	MAY 87
SIXTH COMMISSIONING COMMITTEE MEETING	JUN 87
INVITATIONS TO THE PRINTER FOR PRINTING	JUN 87
COMMISSIONING BOOKLET TO PRINTER	JUN 87
SEVENTH COMMISSIONING COMMITTEE MEETING	JUL 87
ESTABLISH RSVP TRACKING SYSTEM	JUL 87
FINAL INVITATION LIST TO THE COMPUTER FOR TYPING	JUL 87
SHIP'S CUSTODY TRANSFER	20 JUL 87
INVITATIONS MAILED	31 JUL 87
EIGHTH COMMISSIONING COMMITTEE MEETING	AUG 87
SHIP TRANSITS TO FORT LAUDERDALE	29 AUG 87
COMMISSION LEYTE GULF (CG 55)	5 SEP 87

Enclosure (9)

## **APPENDIX VI**

# **DECOMMISSIONING PLAN**

### USS LEXINGTON (AVT 16) NOTICE 5060

Subj: PUBLIC AFFAIRS PLAN FOR DECOMMISSIONING OF  
USS LEXINGTON (AVT 16)

Ref: (a) SECNAVINST 5720.44A (*U.S. Navy Public Affairs Regulations*)

Encl: (1) Command Information Bureau (CIB) Plan  
(2) Press Kit Enclosures  
(3) Media Credentials/Badges  
(4) Media Badge Request  
(5) Media Events Plan  
(6) Proposed Initial News Release  
(7) Media Advisory

1. Purpose. To establish the public affairs objectives for the decommissioning of USS LEXINGTON (AVT 16) and to ensure complete internal and external media coverage.

2. Public Affairs Objectives. Public affairs efforts and plan outlines in enclosure (1) will be in support of the following objectives:

a. To publicize LEXINGTON's decommissioning and promote understanding of LEXINGTON's contribution and role in naval seapower throughout its 49 year history.

b. To solicit interest in the decommissioning and respond to requests for information and services from the media, Congress, Navy internal and external audiences and the American public.

c. To support distinguished guests through liaison with dignitary staffs and documentation of guest participation in the decommissioning events.

d. To communicate at every opportunity the following themes:

(1) The LEXINGTON Contribution. In its 49 years of distinguished service, LEXINGTON has made numerous deployments and saw action in World War II. It destroyed more than a thousand enemy planes, sunk 300,000 tons of Japanese shipping and damaged another 600,000 tons. Despite repeated Japanese claims of its destruction, LEXINGTON continued to fight and was nicknamed "The Blue Ghost," the ship that could not be sunk. LEXINGTON was present for the Cuban Missile Crisis in late October 1962 before it was ordered to Pensacola, Florida, to become the Navy's training carrier for student naval aviators. As the nation's only training carrier, it has trained an average of 1,500 naval aviators per year. In February of 1991, LEXINGTON recorded her 493,248th arrested landing—a world record.

(2) LEXINGTON's decommissioning is a matter of budgetary considerations and operational ability. Throughout its career, LEXINGTON met or exceeded all operational commitments.

3. Background. USS LEXINGTON (AVT 16) will be decommissioned at 1000 on Friday, 8 November 1991, at the Pensacola Naval Air Station's Allegheny Pier in Pensacola, Florida. Other background information:

a. Speakers. Admiral Frank B. Kelso II Chief of Naval Operations, will be the principal speaker.

b. Decommissioning events.

(1) Thursday, 7 November 1991. Reception with past LEXINGTON commanding officers. Media availability with the commanding officer, executive officer, command master chief and crew members and tours (ENG opportunity) of hangar bay, flight deck and navigation bridge for media.

(2) Friday, 8 November 1991. Decommissioning ceremony at 1000, Allegheny Pier, Pensacola Naval Air Station. Media availability with the commanding officer, executive officer, command master chief and crew members.

4. Command and Coordination. The public affairs officer (PAO) for USS LEXINGTON is responsible for the overall coordination of decommissioning public affairs. Enclosures (1) through (7) contain the proposed Command Information Bureau (CIB) plan of action, media support and coordinating procedures, proposed press releases and media advisory. USS LEXINGTON public affairs will coordinate the preparation and dissemination of decommissioning



information to interested media. LEXINGTON will establish a decommissioning CIB at the NAS Pensacola Public Affairs Office, from Monday, 4 November through Saturday, 9 November. The LEXINGTON PAO will request the following support:

a. USS LEXINGTON (AVT 16):

(1) Request coordination of regional public affairs activities through the Navy Offices of Information (NAVINFOs) and the NAS Pensacola Public Affairs Office.

(2) Arrange Navywide coverage of decommissioning through assignment of Navy internal assets (Navy News This Week *All Hands*, etc.).

(3) Request CHINFO assistance with release of decommissioning information to national media.

(4) Develop contingency questions/answers for use during media availability.

(5) Prepare 30 press kits.

(6) Arrange for a reserved section with a raised platform for media to cover all decommissioning activities during the ceremony. Media will be allowed to leave the reserved section in a pool, under escort, to obtain shots during the ceremony on a not-to-interfere basis. A media availability will be arranged with Captain Kennedy, the command master chief and crew members immediately following the ceremony.

(7) Coordinate with CNET public affairs to assign a host command, if available and/or feasible, to provide public affairs assistance and to assign media escorts during all decommissioning events.

(8) Coordinate with the Office of the CNO to obtain copies of the speech for distribution to the media (if available).

(9) Arrange for 20 reserved parking spaces adjacent to the head of the pier for the media.

(10) Arrange for photographic support (still and video) services by NETPMSA.

(11) Arrange for Navy Band, New Orleans, to perform at the decommissioning ceremony.

b. Naval Education and Training Program Management Support Activity, Pensacola. To provide video and still photographic coverage (black and white, color) of the decommissioning ceremony for documentary and public affairs purposes.

c. Naval Air Station, Pensacola.

(1) Provide host command to assist in photographs, administrative and medical support of LEXINGTON's decommissioning ceremony.

(2) Request Commanding Officer, NAS Pensacola, arrange access to the naval base for the media during CIB operations, and for invited guests.

R. R. PENFOLD

Distribution:

LEXINGTON Department Heads

CNET

CO, NAS Pensacola

CO, PWC Pensacola

## **COMMAND INFORMATION BUREAU (CIB) PLAN**

1. Background. The decommissioning Command Information Bureau (CIB) will be located at the NAS Pensacola Public Affairs Office. The CIB will have long distance telephone lines, one fax machine and a copy machine. The CIB will be activated on or about 0800, Monday, 4 November 1991. The CIB will close on approximately 1200, Saturday, 9 November 1991. No filing center has been established for the media, although on a case-by-case basis, reporters may use CIB telephones.

### **2. Responsibilities.**

a. OIC, CIB. As the OIC, the LEXINGTON PAO will establish and coordinate public affairs policy, consistent with this plan and directives of higher authority.

b. Assistant OIC, CIB/Media Officer. The assistant OIC is JO1(SW) Gentry. His duties will include the coordination of media requests and events involved with the decommissioning ceremony.

c. Other responsibilities. Other duties of the CIB will be accomplished at the discretion of the OIC and assistant OIC, and will include the following: credentialing of media, coordination with electronic, print and still media, escorting media and video documentation by internal media.

### **3. Procedures.**

a. Seating. Twenty chairs will be reserved near the media platform for members of the print media.

#### **b. Coverage Areas.**

(1) An elevated press platform will be located on Allegheny Pier. The platform will contain 100-amp electrical outlets for television camera use, a sound feed and a multi-box.

(2) Media will not be allowed to roam throughout guest seating, but a small roving pool (under escort) may be established to allow maximum coverage with minimum disturbance of the ceremony. Media will be allowed to move behind guest seating.

Enclosure (1)

(3) If sufficient interest exists, a radio coverage area near the main press platform will be established in support of radio coverage. It will have the capability to allow audio taping for the proceedings.

c. Camera Positions. No media will be allowed to secure camera positions on the press platform before 8 November when camera locations will be on a first-come, first-served basis beginning at approximately 0800.

d. Transportation. Except for satellite and microwave trucks, news media representatives will not be allowed to park on Allegheny Pier. Media will be greeted at the main gate entrance to NAS Pensacola. Media will not be able to enter NAS without an escort. Satellite and microwave trucks will be allowed to set up at the head of Allegheny Pier.

#### 4. Services for the Media.

a. Media Kits. To provide members of the media with key background information.

b. Equipment and Supplies. NAS Pensacola public affairs office will provide a copying and fax machine to the CIB as well as needed administrative supplies supplemented by USS LEXINGTON supplies. USS LEXINGTON will provide media badges and media escort badges.

c. Transportation. The CIB will have available one 15-passenger van on 7 and 8 November.

d. Stock Photography and Video. The CIB will have stock still photography and video of LEXINGTON under way conducting flight operations (in color and black and white).

e. CIB Telephone Numbers. The CIB telephone numbers are (904) 452-2311 and fax 452-2760.

Enclosure (1)

## **PRESS KIT ENCLOSURES**

1. The following will be included in the press kits:

- a. Decommissioning press release
- b. CO's biography
- c. XO's biography
- d. C/MC's biography
- e. Line art of the ship's seal
- f. Welcome Aboard booklet
- g. Color and black-and-white photos of LEXINGTON under way
- h. Biographies of all platform speakers and their speeches (if available)
- i. Decommissioning program

2. In addition, the following information sheets and photos will be available in the CIB:

- a. CINCLANTFLT fact sheet
- b. CNET fact sheet
- c. COMNAVAIRLANT fact sheet
- d. Thirty 5 by 7 color photos of CO, 15 black-and-white
- e. Thirty 5 by 7 color photos of XO, 15 black-and-white
- f. Thirty 5 by 7 color photos of C/MC, 15 black-and-white
- g. Videotape in Beta and VHS formats available for dubbing

Enclosure (2)

## **MEDIA CREDENTIALS/BADGES**

1. All media will be issued credentials (which they must wear during official events) upon reporting to the CIB.
2. The CIB will issue vehicle passes for satellite and microwave vehicles and provide escort services to the pier area.
3. All persons requesting credentials and/or vehicle passes must fill out enclosure (4).
4. To obtain credentials, news media representatives must present at least one form of picture identification, preferably a press pass showing media affiliation. Any questions should be referred to the CIB OIC or assistant OIC.
5. CIB personnel will keep an accurate list of all news media representatives and media escort officers.

Enclosure (3)

## MEDIA BADGE REQUEST

Name: \_\_\_\_\_  
(Last) (First) (MI)

AFFILIATION: \_\_\_\_\_  
(COMPANY NAME)

COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(CITY) (STATE) (ZIP)

BUSINESS PHONE: \_\_\_\_\_

SPECIAL REQUESTS: \_\_\_\_\_

Enclosure (4)

## **MEDIA EVENTS PLAN**

1. Purpose. This plan outlines opportunities offered to the media concerning the decommissioning.
2. Responsibilities. The CIB OIC (LEXINGTON PAO) and assistant OIC will coordinate media requests and transportation, including the following:
  - a. Security. Arranging access to NAS through the NAS Pensacola PAO.
  - b. Media Availability. The commanding officer will host a media availability, including one-on-one interviews immediately following the decommissioning ceremony, along with the command master chief and various crew members.
  - c. Tour. Media representatives will be offered a tour of the flight deck, hangar bay and various spaces on the ship, if available, for ENG opportunities on Thursday, 7 November only.
  - d. Escorts. All media groups will be escorted and assisted by CIB personnel.
  - e. Schedule. On the day of the decommissioning ceremony, members of the media will meet escort officers at the NAS Pensacola main gate parking lot area. Media will be credentialed and escorted to LEXINGTON to arrive and setup by 0915.
  - f. Seating. Twenty chairs will be roped off near the press platform (provided by PWC Pensacola) to provide sound for cameramen and radio media.
  - g. Press Platform. A multi-box will be available on the platform (provided by PWC Pensacola) to provide sound for cameramen and radio media.
  - h. Communications. Cellular telephones and hand-held radios will be available to media escorts.
  - i. Photo Documentation Plan. A photo documentation plan for the ceremony will be developed the week before decommissioning. Photographers will document all aspects of the ceremony in black and white, and color film and videotape-in particular, the speakers, awards presented, hauling down of the ship's commissioning pennant, aircraft flyover and group photo of decommissioning participants on the ceremony platform. Photos will be used for documentation and news releases.
  - j. Statement and Questions/Answers. The initial public affairs statement is included as enclosure (6) of this notice. Follow-on releases and contingency questions/answers will be developed by the assistant CIB OIC as required.

Enclosure (5)



## **PROPOSED INITIAL NEWS RELEASE**

The USS LEXINGTON PAO will release the following memorandum for correspondents and media advisory on 20 September 1991, approximately six weeks before LEXINGTON's decommissioning, and to CHINFO for possible release in Washington, D.C.

PENSACOLA, Fla. — Thousands of guests and former crew members are expected to attend the decommissioning ceremony for the aircraft carrier USS LEXINGTON (AVT 16), which will be decommissioned at 10 a.m. Friday, November 8, 1991 at Allegheny Pier at the Pensacola Naval Air Station, Pensacola, Fla. The Chief of Naval Operations, Adm. Frank B. Kelso II, will be the principal speaker. The ship's commanding officer is Captain William H. Kennedy.

LEXINGTON was built at the Fore River Shipyard in Quincy, Massachusetts, and began its commissioned service on February 17, 1943. The ship was named after its predecessor, USS LEXINGTON (CV 2), which was sunk on May 8, 1942, at the Battle of Coral Sea.

LEXINGTON is a World War II veteran. During its many wartime exploits, it destroyed more than a thousand enemy planes, sunk 300,000 tons of Japanese shipping and damaged another 600,000 tons. Despite repeated claims of its destruction, LEXINGTON continued to fight and was nicknamed "The Blue Ghost," the ship that could not be sunk.

LEXINGTON is the oldest aircraft carrier in the U.S. Navy and the only active carrier of the Essex class. Its engineering plant is powerful enough to provide utility services for a small city. The ship's engines develop 150,000 horsepower feeding turbo and diesel generators producing 7,000 kilowatts of electrical power. The ship's boilers supply steam for the main engines, turbo generators, steam catapults and many other systems. Nearly 180,000 gallons of fresh and feed water for the boilers are produced daily by the evaporators. The size of LEXINGTON's food service facilities, laundry, barber shop, snack bar and retail stores are equal to the facilities of several major hotels. In 1979, women joined the crew and worked side by side with men, from the flight deck to the engineering spaces.

Because of seating restrictions at the decommissioning ceremony, attendance at the ceremony is by invitation only. Media representatives wishing to attend the ceremony should contact Lt. Maureen Ford at (904) 452-2401.

Enclosure (6)

## **MEDIA ADVISORY**

### Command Information Bureau

A decommissioning Command Information Bureau (CIB) will be established at the NAS Pensacola Public Affairs Office from November 4 – 8, 1991. Lt. Maureen Ford is the USS LEXINGTON (AVT 16) Public Affairs Officer and is the CIB director. Telephone numbers for the CIB are (904) 452-2311/2. The automatic telefax line is (904) 452-2760 (all day) or 452-2514 (after 4 p.m. only).

### Tours

If there is enough interest, a media tour will be available on Thursday, November 7. The tour will include the flight deck hangar bay and bridge. Requests for tours earlier in the week will be handled on a case-by-case basis. No tours will be provided on Friday and Saturday, November 8 and 9. The ship will not be open to the general public.

### Decommissioning Ceremony — Friday, 8 November 1991

News media representatives will be escorted to the USS LEXINGTON from the main gate parking lot at NAS Pensacola for coverage of the decommissioning ceremony. The ceremony will begin promptly at 10 a.m. Media will be escorted from the main gate as early as 0800 to set up pier side by 0915. The commanding officer, executive officer, command master chief and various crew members will be available following the ceremony for a media availability and interviews.

### Satellite/Microwave Truck Parking

On November 8, only microwave and satellite trucks will be allowed to park near the pier. No media vehicles will be allowed to park on the pier. Television affiliates should bring about 1,000 feet of cable to connect between the media stand and the satellite/microwave truck parking area.

### Camera Locations

A platform will be provided directly across from the ceremony site for photographers and cameramen. Photographers will be allowed to roam in back of the crowds on the pier. If sufficient interest exists, a small pool will be allowed to go in front of the audience under escort.

### Special Request/Ceremony Speakers

Attempts will be made following the ceremony to allow interested media representatives to speak with selected ceremony participants. Anyone interested in speaking with a particular ceremony participant should make those desires known to Lt. Ford as soon as possible.

Enclosure (7)

## **APPENDIX VII**

# **SPECIAL EVENTS CHECKLIST**

### **OVERALL**

- ☐ Suitable event
- ☐ Complies with regulations
- ☐ Cleared with higher headquarters
- ☐ Chairman appointed
- ☐ Committee assignments explicit and inclusive

### **DATE, TIME AND LOCATION**

#### **Date**

- ☐ Date set far enough ahead?
- ☐ Date most suitable for community and installation?
- ☐ No conflict with other local events?
- ☐ Important guests available?
- ☐ Possible tie-in with historical event?

#### **Time**

- ☐ Time set for beginning and end of event
- ☐ All activities time-sequenced

#### **Location**

- ☐ Location selected for exhibits on installation and in town
- ☐ Few restricted areas
- ☐ Location well policed
- ☐ Size and accessibility appropriate
- ☐ Inclement weather

## **PUBLICITY**

### **Press**

- ☐ Personal invitations issued
- ☐ Special invitations to publishers and editors in addition to reporters
- ☐ "Teaser" releases for advance distribution
- ☐ Release dates determined
- ☐ Number of reporters attending determined
- ☐ Press center facilities prepared, including:
  - ☐ Typewriters
  - ☐ Paper, carbon paper and envelopes
  - ☐ Pencils, pencil sharpener and ink
  - ☐ Tables
  - ☐ Telephones and telephone books
  - ☐ Wastebaskets
  - ☐ Chairs
  - ☐ Dictionaries
  - ☐ Clothes
  - ☐ Maps
  - ☐ Clock
  - ☐ Weather map (if appropriate)
  - ☐ Name cards for reporter's desks, if appropriate
  - ☐ Blackboard
  - ☐ Telephone facilities
  - ☐ Water cooler and paper cups
  - ☐ Coffee urn and cups
  - ☐ Good lighting and extra bulbs
  - ☐ Adequate heating or cooling
  - ☐ Restrooms nearby
  - ☐ Electrical outlets
  - ☐ Extension cords
- ☐ Personnel to clean press center
- ☐ Personnel to assist reporters and photographers
- ☐ Schedule of meals and location of eating places prepared
- ☐ Communications advised: need for adequate telegraph facilities
- ☐ Special media box to observe feature events
- ☐ Transportation for correspondents
- ☐ Convenient parking spaces for media and equipment
- ☐ Passes and identification tags
- ☐ Material/personnel for news briefings
- ☐ Invitations to commander to attend news briefing
- ☐ Programs/itinerary to media before the day of event
- ☐ Additional programs and press kits available for distribution on arrival of reporters

## Photography

- ☐ News photographers consulted to determine special needs
- ☐ Laboratory facilities available for visiting photographers
- ☐ Security escorts for photographers
- ☐ Special transportation for photographers and equipment
- ☐ Special briefing on pictorial possibilities for photographers
- ☐ Official photographers briefed and official coverage planned
- ☐ Requirements (to photo lab) for printing and developing official photographs
- ☐ Distribution list for official photographs

## Radio and Television

- ☐ Requirements of stations
- ☐ Coverage desired
- ☐ Times for airing and/or recording
- ☐ Clearance for national broadcasts
- ☐ Radio-television booth prepared, plus:
  - ☐ Background interference minimized
  - ☐ Wiring checked by communications officer
  - ☐ Sufficient power outlets provided
  - ☐ Replacement parts for equipment on hand
  - ☐ Special room selected for broadcasting when crowd noise is undesirable
- ☐ Tape recorder and tapes available
- ☐ Command technicians assigned as assistants
- ☐ Advance radio-television announcements coordinated with news releases
- ☐ Spot announcements distributed to stations
- ☐ Radio-television editors of local newspapers informed of special broadcasts
- ☐ Arrangements made for:
  - ☐ On-the-spot broadcasts of main attractions
  - ☐ Interviews with VIPs
  - ☐ Working special event into some network show
- ☐ Filler material available
- ☐ Information briefing in radio-television room planned
- ☐ Announcer asked to check facilities beforehand
- ☐ Announcer briefed on procedure in event of accident
- ☐ Completed scripts approved
- ☐ Arrangements made for pool, if space so requires
- ☐ Broadcast media informed of band selections for clearance purposes

## Advertising and Promotion

- ☐ Sufficient funds allocated for advertising purposes
- ☐ Announcements prepared for distribution to civic and fraternal groups
- ☐ Cooperation of local merchants enlisted, including:
  - ☐ Space for window advertisements
  - ☐ Placement of paid advertisements in newspapers
- ☐ Congratulatory messages obtained from manufacturers or interested civic organizations
- ☐ Editors of appropriate trade and business journals contacted
- ☐ Special devices prepared, including:
  - ☐ Posters and placards
  - ☐ Leaflets to be dropped by aircraft, if practicable
  - ☐ Banners for main streets
  - ☐ Car bumper signs
  - ☐ Decals
- ☐ Hotel lobby exhibits and window displays prepared
- ☐ Television advertising footage prepared
- ☐ Material prepared for continuous promotion in station newspaper and daily bulletins prior to and during event
- ☐ Thank you letters prepared for mailing to all who assisted

## VIPs AND GUESTS

- ☐ Prospective guest list prepared well in advance, including the following as potentials:
  - ☐ Governor of state
  - ☐ Mayor of community
  - ☐ President of Chamber of Commerce, heads of other civic organizations, e.g., American Legion, VFW, service clubs (Rotary, Kiwanis, Lions)
  - ☐ Heads of fraternal organizations (Elks, Moose, Eagles)
  - ☐ Heads of women's organizations
  - ☐ Heads of other organizations, as appropriate to occasion
  - ☐ Executives of local newspapers and radio stations
  - ☐ Labor union officials
  - ☐ Leading industrialists and professional personnel, as appropriate to the occasion
  - ☐ Military officials
  - ☐ Distinguished retired or inactive military personnel

- ☐ Guest list checked with commander
- ☐ Invitations to guests mailed well in advance of event
- ☐ List of acceptances and regrets prepared
- ☐ Special boxes for viewing event planned
- ☐ Transportation arranged
- ☐ Messing and billeting facilities arranged
- ☐ Welcoming committee and escorts selected and briefed
- ☐ Plans made to have commander meet distinguished guests after arrival
- ☐ Material prepared for briefing of distinguished guests
- ☐ Advance publicity on distinguished guests prepared for distribution to local media
- ☐ Arrangements made for media interviews of distinguished guests
- ☐ Special refreshment facilities prepared for distinguished guests
- ☐ Inform visitors coming from a distance of probable weather, suitable dress

## **PROGRAM**

### Speeches

- ☐ Time available for speeches determined
- ☐ List of speakers prepared
- ☐ Length of individual speeches determined
- ☐ Proposed speakers contacted and briefed on event
- ☐ Alternate speakers selected
- ☐ Advance copies of speeches procured and checked for length and appropriateness to occasion
- ☐ Sufficient copies of each speech prepared to meet all needs, including:
  - ☐ Advance copies for distribution to news media
  - ☐ Copies for master of ceremony
  - ☐ Copies for other speakers to prevent duplication
- ☐ Appropriate persons selected to introduce speakers
- ☐ Arrangements made for broadcasting of speeches, if appropriate
- ☐ Speaker's stand erected, after consideration of the following:
  - ☐ Location adjacent to main attractions of event
  - ☐ Sufficient room provided for speakers and honored guests
  - ☐ Location does not force audience to stare into sun
- ☐ Arrangements made for installation of microphones and loudspeaker system
- ☐ Loudspeaker repairman provided
- ☐ Decoration of platform completed
- ☐ Special refreshment facilities prepared for VIPs

## Parade or Review

- ☐ Number of participating units determined and individuals informed, including the following, as appropriate:
  - ☐ Heads of military units
  - ☐ Commanders of veteran's organizations
  - ☐ Chamber of Commerce (floats, etc.)
  - ☐ Schools (bands and drill teams)
  - ☐ Community organizations, such as Boy Scouts, Civil Air Patrol, Civil Defense, Fire Department
- ☐ Parade marshal selected
- ☐ Route selected and checked with city authorities, if necessary
- ☐ Appropriate assembly and dispersal points selected
- ☐ Location of reviewing stand determined
- ☐ Cooperation of local police obtained, if appropriate
- ☐ Arrangements made for medical team to be stationed along parade route
- ☐ Order of units in parade determined
- ☐ Schedule of parade prepared, including times for assembly and dispersal points selected
- ☐ Location of reviewing stand determined
- ☐ Cooperation of local police obtained, if appropriate
- ☐ Arrangements made for armed forces police to be posted at intersections and turns
- ☐ Arrangements made for medical team to be stationed along parade route
- ☐ Order of units in parade determined
- ☐ Schedule for parade prepared, including times for assembly, commencement and passing reviewing stand
- ☐ Determination made as to uniforms to be worn
- ☐ Officers familiar with marching ceremonies selected
- ☐ Practice schedule prepared
- ☐ Reviewing stand prepared, including:
  - ☐ Public address system
  - ☐ Decorations
  - ☐ Chairs
- ☐ Parade announcer selected and briefed
- ☐ Award ceremonies planned, as appropriate, including:
  - ☐ Selection of appropriate individuals to make awards
  - ☐ Special attention to families of recipients of awards



- ☐ Seniority of VIPs determined
- ☐ Area roped off
- ☐ Loudspeaker repairman on hand
- ☐ Grandstand or area for public to stand in

#### Band

- ☐ Availability of band determined
- ☐ Leader fully briefed
- ☐ Schedule prepared
- ☐ Music selected
- ☐ Uniforms determined
- ☐ Arrangements made for necessary props, such as music stands and lights
- ☐ Arrangements made for public address system, if necessary
- ☐ Transportation for members and instruments arranged
- ☐ Regulations on use of bands checked

#### Aircraft Participation

- ☐ Type of air show determined
- ☐ Determination made that minimum field requirements have been met and appropriate facilities are available, including:
  - ☐ Types of aviation fuel, oil, jet starters, oxygen
  - ☐ Refueling methods
  - ☐ Arresting gear/jet barriers
  - ☐ Weight-bearing capacity for single/dual wheel aircraft
- ☐ Agreement obtained from sponsor to cover TAD costs of armed forces participants and public liability and property damage insurance, if required.
- ☐ Permission obtained from appropriate authority
- ☐ Federal Aviation Administration waiver (if required) requested and approved
- ☐ Nonparticipating, qualified pilot designated as military controller of the event to ensure that all flight and safety regulations of the Service and Federal Aviation Administration are observed
- ☐ Aviation operations officer consulted concerning:
  - ☐ Program
  - ☐ Types and sources of aircraft to be used
  - ☐ Maneuvers to be performed and facilities for viewing by crowd, VIPs, media, etc.

☐ For static display aircraft:

- ☐ Arrangements made with Services and major commands
- ☐ Arrangements with flight crew to stand by aircraft
- ☐ Special ramp provided for closeup inspection
- ☐ Appropriate sign made, describing unclassified aircraft performance figures and missions

- ☐ Television and radio personal appearances of air show participants arranged
- ☐ Media interviews arranged
- ☐ Media flights requested from appropriate higher authority
- ☐ Media liaison booth setup to facilitate and coordinate information queries at the event
- ☐ Public address system arranged, with tie-into in-flight broadcast
- ☐ Separate telephone line available from control tower to contact near master of ceremonies

#### **ENTERTAINMENT**

- ☐ Funds available determined
- ☐ Type of entertainment determined
- ☐ Space selected and reserved
- ☐ Special services officer consulted
- ☐ For theatrical show, preparations completed, including:
  - ☐ Program determined
  - ☐ Master of ceremony and announcers selected
  - ☐ Passes for guests and/or entertainers prepared
  - ☐ Ticket arrangements made, if appropriate
  - ☐ Lighting facilities and acoustics checked
  - ☐ Seating arrangements made
  - ☐ Ushers selected and briefed
  - ☐ Signs installed for entrances, exits, restrooms, if appropriate
  - ☐ Public address system prepared

☐ If stage show:

- ☐ Talent obtained (local and/or outside)
- ☐ Facilities for entertainers arranged (transportation, messing and billeting)
- ☐ Possibility of local broadcast checked

- ☐ If motion or still picture show:
  - ☐ Suitable films and/or slides selected
  - ☐ Projectors, screen and projectionists obtained
  - ☐ If silent films or slides, narrator obtained
  - ☐ Supplementary fact sheets or press kits prepared for use with special service films
  
- ☐ For reception, cocktail party, luncheon or dinner, preparations completed including:
  - ☐ Guest list prepared and approved
  - ☐ Invitations issued
  - ☐ Participants briefed on distinguished guests
  - ☐ Adequate food and beverages assured
  - ☐ Waiters provided
  - ☐ Seating arrangement determined, if appropriate
  - ☐ Entertainers and music obtained, if appropriate

#### Final Arrangements

- ☐ Schedule distributed to all interested and participating offices and units
- ☐ Dress rehearsal held sufficiently in advance, if appropriate
- ☐ News media invited to witness rehearsal, if practicable
- ☐ Measures taken to correct errors noted during rehearsal
- ☐ Printed programs and maps prepared for distribution to visitors at gate and/or parking lots, if appropriate

### **SUPPORTING SERVICES**

#### Billeting and Messing

- ☐ Billeting and messing officers fully briefed on requirements
- ☐ Billeting and messing provisions included in advance information given to VIPs and news media
- ☐ Hotel reservations, if necessary, made well in advance
- ☐ Clothes pressing and shoe shine services provided, if appropriate
- ☐ Special food considerations (religious requirements)
- ☐ Preparations made for extra, unexpected guest

## Transportation

- ☐ Transportation officers fully briefed as to requirements
- ☐ Capable drivers properly briefed and dressed
- ☐ Cars assigned to visitors clearly marked for identification
- ☐ Commercial train, bus and airline schedules available
- ☐ Military transportation schedules available
- ☐ Special buses provided for school children and other organized groups, where appropriate
- ☐ Information on transportation routes to station provided in releases to news media
- ☐ VIPs and special visitors assisted in obtaining return reservations
- ☐ Standby vehicles available to handle emergency transportation problems
- ☐ Commercial transportation agencies advised of need for extra facilities on day of event, if appropriate

## Traffic and Parking

- ☐ Coordination with engineer/public works, city and state police, and station security detachment
- ☐ Routes well marked and arrangements made for direction of traffic
- ☐ Signs installed for direction of visitors to parking areas
- ☐ Adequate parking areas located conveniently as possible
- ☐ Area oiled to settle dust, and lanes marked to ensure uniform parking
- ☐ Special parking areas set aside for VIPs and the news media
- ☐ Telephone connections installed between parking lot and press center, major exhibits, PA system control point, etc.
- ☐ Parking area illuminated for nighttime use, if necessary
- ☐ Parking provisions included in information distributed to news media
- ☐ No Parking signs erected, where necessary

## Public Works/Engineers

- ☐ Engineer officer briefed on requirements
- ☐ Station entrances checked for appearance
- ☐ Engineer officer consulted in regard to:
  - ☐ Special construction requirements
  - ☐ Electrical outlets for special equipment
  - ☐ Plumbing facilities for exhibits, where necessary
  - ☐ Restroom facilities for crowd
  - ☐ Adequate number of waste containers
  - ☐ Installation of additional power lines and radio cables, if necessary
  - ☐ Maintenance and repair requirements during event
  - ☐ Teardowns at end of event
  - ☐ Wrecker to standby for auto accidents
  - ☐ Signs

#### Fire and Safety

- ☐ Fire chief fully briefed as to scope of event
- ☐ Adequate fire alarms and boxes in working order and easily identified
- ☐ Platforms and bleachers constructed sturdily
- ☐ Proper precautions taken in case of special demonstrations, such as chemical
- ☐ Ground rules and safety precaution signs checked for location and appearance
- ☐ Local police (and state police if necessary) fully informed

#### Medical

- ☐ Senior medical officer informed of scope of event
- ☐ First aid tents erected for large crowds
- ☐ Senior medical officer consulted for precautions necessary if hospital is opened to visitors' inspection

#### Refreshment Stands and Concessions

- ☐ Decision made as to handling of refreshment stands and concessions
- ☐ Mobile canteens considered, if appropriate
- ☐ Location of stands and concessions determined
- ☐ List of items to be sold and price list checked
- ☐ Waste receptacles placed convenient to stands and concessions

#### **POSTPONEMENT OR CANCELLATION PLAN**

- ☐ Alternate date selected if event can be postponed
- ☐ Plans made for postponement or cancellation, including:
  - ☐ Notification of all VIPs and other participants
  - ☐ Arrangements with news media to inform public
  - ☐ Signs for posting at gate and other prominent spots
- ☐ Appropriate individual designated to make decision for postponement or cancellation
- ☐ Deadline set beyond which postponement or cancellation impracticable except in extreme emergency
- ☐ If weather interferes, substitutes for outdoor program prepared, such as videotapes, talks and indoor demonstrations

## **MISCELLANEOUS**

- ☐ Appropriate individual selected and fully briefed to take over in event project officer unavailable
- ☐ Final review prepared after event, including:
  - ☐ Summary of media reaction
  - ☐ Comments by distinguished guests
  - ☐ Particularly successful ideas and/or devices worth repeating
  - ☐ Pitfalls and recommended corrections

## APPENDIX VIII

# REFERENCES USED TO DEVELOP THE TRAMAN

### Chapter 1

*Classification of Naval Ships and Craft*, SECNAVINST 5030.1K, Office of the Secretary of the Navy, Washington, D.C., February 1986.

Cutlip, Scott M., Allen H. Center, and Glen M. Broom, *Effective Public Relations* (Sixth Edition), Prentice-Hall, Inc., Englewood Cliffs, N.J., 1985.

*Data Processing Technician Second Class*, NAVEDTRA 12511, Chapter 6, "Microcomputers," Naval Education and Training Program Management Support Activity, Pensacola, Fla., July 1991.

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